Manitoba

Annual Report 1987 - 88

Government Services

April 1, 1987 — March 31, 1988

90-00673/

Manitoba

Minister of
Government Services

Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

The Honourable George Johnson
Lieutenant-Governor of Manitoba
Room 235 Legislative Building
Winnipeg, Manitoba
R3C 0V8

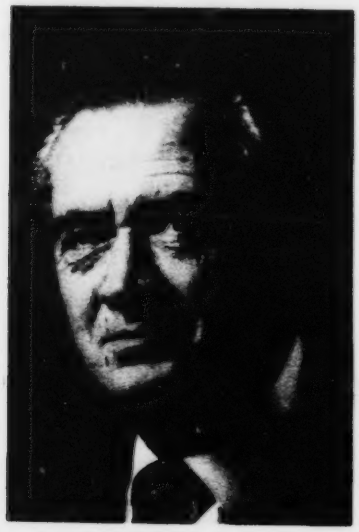
May It Please Your Honour:

I have the privilege of presenting for the information of Your Honour the Annual Report of Manitoba Government Services for the fiscal year ending March 31, 1988.

Respectfully submitted,

Albert Driedger

Albert Driedger
Minister



Manitoba

Deputy Minister of
Government Services

Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

The Honourable Albert Driedger
Minister of Government Services
203 Legislative Building
Winnipeg, Manitoba
R3C 0V8

Mr. Minister:

I hereby submit for your approval the 1987/88 Annual Report of Manitoba Government Services.

During 1987/88, the department continued to study its operations through comparisons with similar private sector services. Recommendations resulting from these studies are being implemented but, overall, we have discovered that the costs for our services are comparable to those of private operations.

We plan to continue our long-term work in this area through further consultation and comparison with the private sector. Through this, we hope to enhance our cost-efficiency, while providing government departments with reliable, quality service.

Respectfully submitted,

E. Harbottle

Eric Harbottle
Deputy Minister

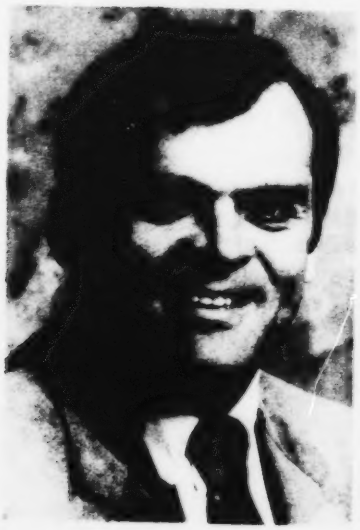


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Figure #1

Organization Chart

As of March 31, 1988

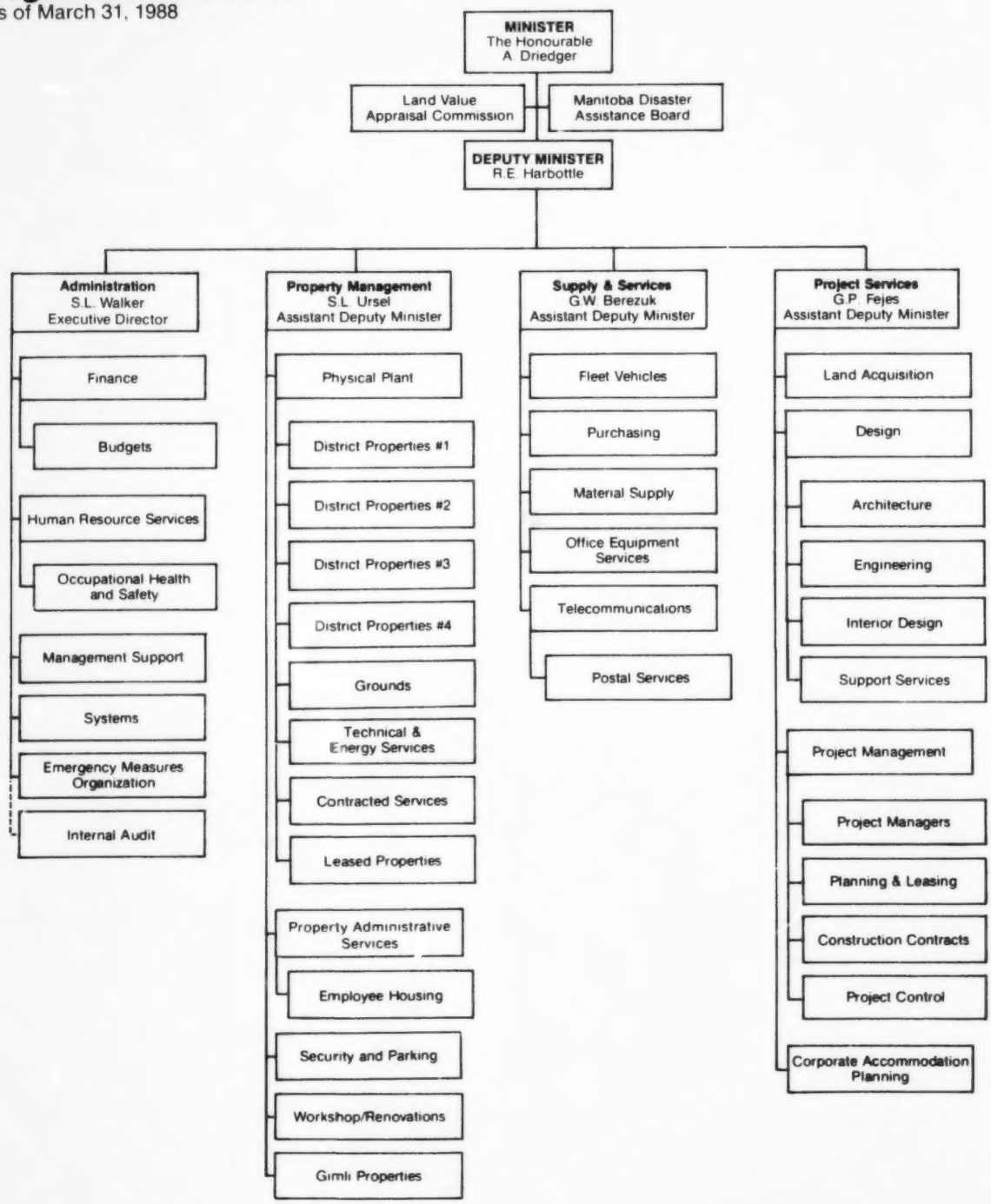
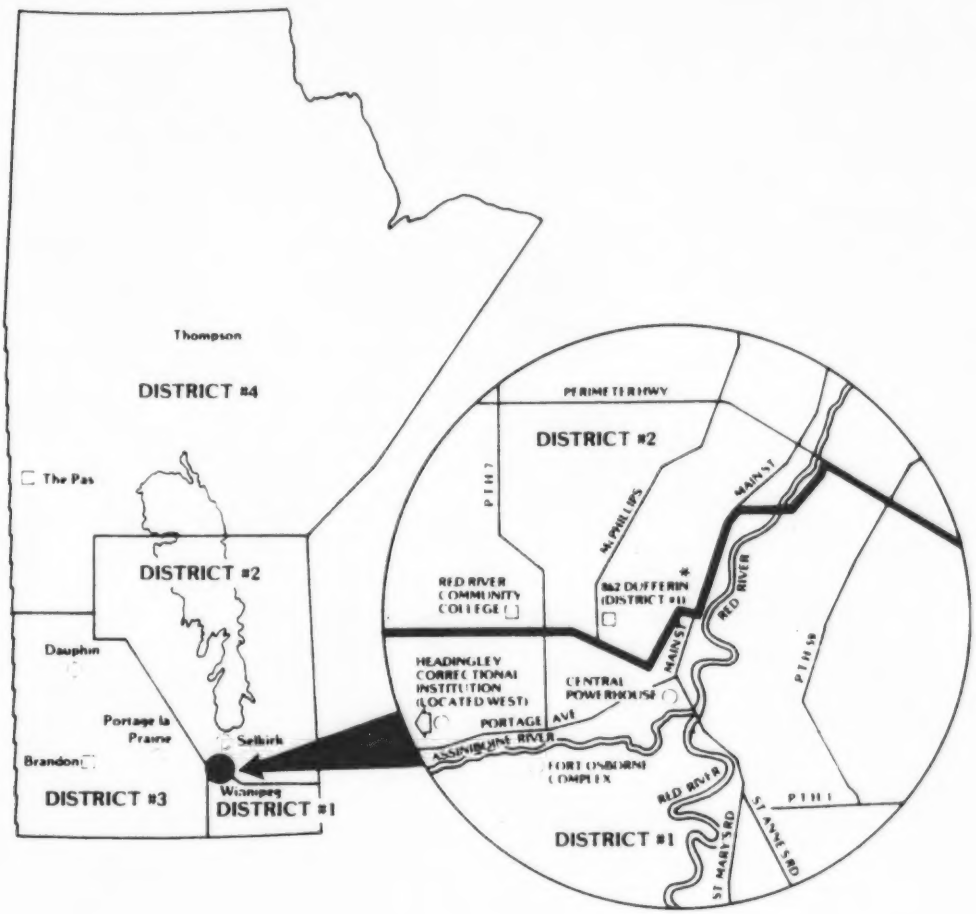


Figure #2

District Service Map



* Although located in District #2, the office at 862 Dufferin is the District #1 Headquarters.

LEGEND

- District Office
- Zone Office (Represents Locations of Government Services Maintenance Operations).
- Winnipeg Area included in above circular map.
- District Boundary

Preface

Mandate

Manitoba Government Services is charged with responsibility for providing a wide range of central support services to government programs. Services fall under the general categories of central supply and property services. The department operates and delivers services under authority of the following Acts of the Consolidated Statutes of Manitoba:

The Emergency Measures Act E80
The Expropriation Act E190
The Government House Act G80
The Government Purchases Act G90
The Land Acquisition Act L40
The Public Works Act P300

In addition, policies specific to departmental programs are documented in the General Manual of Administration and various Manitoba Government Services manuals, catalogues, and publications.

Manitoba Government Services is a central service agency within government. The department consults clients as to their needs and expectations and provides services according to policies and standards approved by Cabinet or Treasury Board. Manitoba Government Services acts in an advisory capacity to Cabinet and Treasury Board in the development of policies and standards required to provide efficient and effective service.

As a service oriented department, Manitoba Government Services attempts to ensure that all of its centralized services are, in fact, required by client departments and that their delivery is cost-effective. This is done through program evaluations and internal audits and, where possible, comparisons with similar private sector services.

Organization

During 1987/88, Manitoba Government Services continued to study various departmental operations and compare them to similar services offered by the private sector. These studies, along with established program audits, help ensure the department's programs are cost-justified and cost-recoverable. To date, studies have shown costs for departmental services are comparable with private sector operations. Manitoba Government Services has implemented recommendations which have resulted from these private sector studies and is planning further programs which will help identify areas where economies and efficiencies may be realized.

The departmental organizational structure is depicted in Figure #1. It calls for a clear definition of divisional objectives and accountability at each level of program delivery. The intent is to provide the functional organization and senior management with the strength required to assume full responsibility for providing departments with support services. The role, responsibilities, and year-end staffing of the four divisions are outlined in the following information.

- **Administration** has a staffing complement of 73 staff years (SY's) and is responsible for providing central administrative services in support of the delivery of departmental programs. These include management planning, policy analysis, program evaluation, financial management, human resource management, general administration, internal audits, payroll services, affirmative action programming, communications coordination, development of automated systems, and occupational health and safety. In addition, the divisions is responsible for coordinating activities during major civil emergencies within the province.

- **Property Management** has 881 SY's and is responsible for providing administration and decentralized services related to the ongoing operation and maintenance of government property. These include renovations or construction, grounds, security, parking, employee housing, lease management, contracted services, energy management, and safety. Most of these services are delivered on a district basis according to the map portrayed in Figure #2. Management of Gimli Properties also comes under the jurisdiction of this division.

- **Supply and Services** has 171 SY's and is responsible for providing centralized supply services in support of government programs. These include government fleet vehicles, purchasing, materials management, office equipment, telecommunications, and postal services.

- **Project Services** has 111 SY's and is responsible for planning, designing, and coordinating building construction and acquiring leased space in support of government programs. In addition, the division provides real property appraisal, acquisition, and disposal.

In addition to the four divisions there are two independent bodies, The Land Value Appraisal Commission and The Manitoba Disaster Assistance Board, which report directly to the Minister. Their roles, responsibilities, and year-end staffing follow:

- **The Land Value Appraisal Commission** has six members with two support SY's. The Commission determines and certifies due compensation for the acquisition of land by any designated authority with a power of purchase or expropriation. A Commission hearing can be initiated by the acquiring authority or landowner. In compliance with Section 13 of The Land Acquisition Act, an annual report is provided by the Chairperson (Appendix "A").

- **The Manitoba Disaster Assistance Board** has three members supported by a Staff Secretary. It is responsible for communicating government policy on disaster assistance; making decisions concerning payments in response to disaster assistance claims; and investigating and reporting to the Minister on disaster assistance matters. The Board provides a readily activated mechanism for dealing with damage related matters as the result of natural or human caused disasters in compliance with Section 17(9) of The Emergency Measures Act. An annual report of the Board's activities is provided by the Chairperson (Appendix "B").

A comparative summary of the department's actual expenditures, with planned expenditures and variance explanations for 1987/88, is depicted in Figure #3.

Figure #3

Expenditure Summary By Appropriation

for the fiscal year ended March 31, 1988.

Appropriation	Actual	1987/88 Printed Estimate ($000)	Variance From Budget ($000)	Variance From Budget %	Explanation Number
(1) 08-1 ADMINISTRATION					
(a) Minister's Compensation	20.5	20.6	(0.1)	(0.5)	
(b) Executive Administration					
Salaries	272.5	267.9	4.6	1.7	
Other Expenditures	47.6	37.2	10.4	28.0	1
	320.1	305.1	15.0	4.9	
(c) Management Support					
Salaries	239.9	236.0	3.9	1.7	
Other Expenditures	17.2	17.0	0.2	1.2	
	257.1	253.0	4.1	1.6	
(d) Finance & Budgets					
Salaries	644.8	672.8	(28.0)	(4.2)	
Other Expenditures	103.0	103.5	(0.5)	(0.5)	
	747.8	776.3	(28.5)	(3.7)	
(e) Human Resource Services					
Salaries	447.6	452.1	(4.5)	(1.0)	
Other Expenditures	66.8	73.0	(6.2)	(8.5)	
	514.4	525.1	(10.7)	(2.0)	
(f) Systems					
Salaries	222.6	252.7	(30.1)	(11.9)	
Other Expenditures	54.5	65.4	(10.9)	(16.7)	
	277.1	318.1	(41.0)	(12.9)	
Total 08-1	2,137.0	2,198.2	(61.2)	(2.8)	
(2) 08-2 PROPERTY MANAGEMENT					
(a) Executive Administration					
Salaries	393.3	350.1	43.2	12.3	
Other Expenditures	68.5	92.4	(23.9)	(25.9)	2
	461.8	442.5	19.3	4.4	
(b) Physical Plant					
Salaries	16,034.4	16,121.1	(86.7)	(0.5)	
Other Expenditures	11,407.5	13,306.6	(1,899.1)	(14.3)	3
Preventative Maintenance	153.4	169.5	(16.1)	(9.5)	
Recoveries	(70.1)	(54.6)	(15.5)	28.4	4
	27,525.2	29,542.6	(2,017.4)	(6.3)	

Figure #3

Expenditure Summary By Appropriation

for the fiscal year ended March 31, 1988

Appropriation	Actual	1987/88 Printed Estimate ($000)	Variance From Budget ($000)	Variance From Budget %	Explanation Number
(c) Workshop/Renovations					
Salaries	2,419.2	2,509.2	(90.0)	(3.6)	
Other Expenditures	200.6	239.2	(38.6)	(16.1)	
Minor Projects	497.6	424.2	73.4	17.3	
Recoveries	(2,041.5)	(1,476.6)	(564.9)	38.3	5
	1,075.9	1,696.0	(620.1)	(36.6)	
(d) Leased Accommodation					
Salaries	39.7	38.4	1.3	3.4	
Other Expenditures	75,279.0	75,834.9	(555.9)	(0.7)	
	75,318.7	75,873.3	(554.6)	(0.7)	
(e) Employee Housing					
Salaries	74.4	73.4	1.0	1.4	
Other Expenditures	217.9	247.9	(30.0)	(12.1)	
Recoveries	(219.1)	(241.0)	21.9	(9.1)	
	73.2	80.3	(7.1)	(8.8)	
(f) Security Services					
Salaries	2,402.5	2,333.9	68.6	2.9	
Other Expenditures	409.0	420.4	(11.4)	(2.7)	
	2,811.5	2,754.3	57.2	2.1	
(g) Gimli Properties					
Salaries	1,223.1	1,267.6	(44.5)	(3.5)	
Other Expenditures	888.0	986.1	(98.1)	(9.9)	
	2,111.1	2,253.7	(142.6)	(6.3)	
Total 08-2	109,377.4	112,642.7	(3,265.3)	(2.9)	
(3) 08-3 SUPPLY & SERVICES					
(a) Executive Administration					
Salaries	132.6	136.3	(3.7)	(2.7)	
Other Expenditures	10.3	8.0	2.3	28.8	6
	142.9	144.3	(1.4)	(1.0)	
(b) Fleet Vehicles					
Salaries	1,250.7	1,281.6	(30.9)	(2.4)	
Other Expenditures	9,213.1	9,500.0	(286.9)	(3.0)	
Recoveries	(14,350.0)	(15,050.0)	700.0	(4.7)	
	(3,886.2)	(4,268.4)	382.2	(9.0)	
(c) Office Equipment Services					
Salaries	444.6	445.1	(0.5)	(0.1)	
Other Expenditures	860.0	992.7	(132.7)	(13.4)	
Recoveries	(1,737.0)	(1,841.4)	104.4	(5.7)	
	(432.4)	(403.6)	(28.8)	7.1	

Figure #3

Expenditure Summary By Appropriation

for the fiscal year ended March 31, 1988.

Appropriation	Actual	1987/88 Printed Estimate ($000)	Variance From Budget ($000)	Variance From Budget %	Explanation Number
(d) Purchasing					
Salaries	955.2	961.5	(6.3)	(0.7)	
Other Expenditures	120.9	138.8	(17.9)	(12.9)	
	1,076.1	1,100.3	(24.2)	(2.2)	
(e) Material Supply					
Salaries	494.6	512.3	(17.7)	(3.5)	
Other Expenditures	2,868.1	2,675.6	192.5	7.2	
Recoveries	(2,533.2)	(2,482.2)	(51.0)	2.1	
	829.5	705.7	123.8	17.5	
(f) Telecommunications					
Salaries	562.5	543.4	19.1	3.5	
Other Expenditures	1,973.6	1,976.7	(3.1)	(0.2)	
Recoveries	(1,371.1)	(1,233.6)	(137.5)	11.1	7
	1,165.0	1,286.5	(121.5)	(9.4)	
(g) Postal Services					
Salaries	617.4	596.9	20.5	3.4	
Other Expenditures	127.6	80.6	47.0	58.3	8
(4) 08-4 PROJECT SERVICES					
(a) Executive Administration					
Salaries	84.8	84.4	0.4	0.5	
Other Expenditures	4.2	4.0	0.2	5.0	
	89.0	88.4	0.6	0.7	
(b) Design Services					
Salaries	1,548.7	1,485.7	63.0	4.2	
Other Expenditures	97.4	102.9	(5.5)	(5.3)	
	1,646.1	1,588.6	57.5	3.6	
(c) Project Management					
Salaries	908.1	982.1	(74.0)	(7.5)	
Other Expenditures	57.5	55.2	2.3	4.2	
Alterations, Furniture	269.7	248.0	21.7	8.7	
Recoveries	(264.8)	(248.0)	(16.8)	6.8	
	970.5	1,037.3	(66.8)	(6.4)	
(d) Land Acquisition					
Salaries	1,225.3	1,254.6	(29.3)	(2.3)	
Other Expenditures	151.0	109.5	41.5	37.9	10
Recoveries	(1,042.0)	(975.1)	(66.9)	6.9	
	334.3	389.0	(54.7)	(14.1)	

Figure #3

Expenditure Summary By Appropriation

for the fiscal year ended March 31, 1988.

Appropriation	Actual	1987/88 Printed Estimate ($000)	Variance From Budget ($000)	Variance From Budget %	Explanation Number
(e) Accommodation Planning					
Salaries	123.9	145.7	(21.8)	(15.0)	
Other Expenditures	7.7	7.5	0.2	2.7	
	131.6	153.2	(21.6)	(14.1)	
Total 08-4	3,171.5	3,256.5	(85.0)	(2.6)	
(5) 08-5 LAND VALUE APPRAISAL COMMISSION					
Salaries	58.6	58.5	0.1	0.2	
Other Expenditures	30.7	78.1	(47.4)	(60.7)	11
Recoveries	(49.7)	(81.0)	31.3	(38.6)	11
Total 08-5	39.6	55.6	(16.0)	(28.8)	
(6) 08-6 EMERGENCY MEASURES					
Salaries	479.8	475.8	4.0	0.8	
Other Expenditures	166.5	197.4	(30.9)	(15.7)	
Total 08-6	646.3	673.2	(26.9)	(4.0)	
Total Operating	119,177.4	122,096.9	(2,919.5)	(2.4)	
(7) EXPENDITURES RELATED TO CAPITAL ASSETS					
(a) Acquisition/Construction	8,651.7	12,111.9	(3,460.2)	(28.6)	12
(b) Vehicle Replacement	3,613.9	3,618.0	(4.1)	(0.1)	
(c) Office Equipment	555.3	517.3	38.0	7.3	
(d) Departmental Capital	246.1	249.9	(3.8)	(1.5)	
Total 08-7	13,067.0	16,497.1	(3,430.1)	(20.8)	
Total 08-1-7	132,244.4	138,594.0	(6,349.6)	(4.6)	

Revenue Summary By Source

for the fiscal year ended March 31, 1988.

Revenue Source	Actual	1987/88 Printed Estimate ($000)	Variance From Budget ($000)	Variance From Budget %	Explanation Number
Other Revenue					
Boards, Commissions & Agencies	1,084.1	932.6	151.5	16.2	13
Rental of Government Property	1,946.2	2,232.8	(286.6)	(12.8)	14
Sundry	700.9	724.0	(23.1)	(3.2)	
Winnipeg Core Area Tripartite	0.4	9.0	(8.6)	(95.6)	15
Sub-total	3,731.6	3,898.4	(166.8)	(4.3)	
Revenues Related To Capital					
Sales of Government Assets	666.9	674.2	(7.3)	(1.1)	
North Portage Development Corporation	1,803.6	3,000.0	(1,196.4)	(39.9)	16
Sub-total	2,470.5	3,674.2	(1,203.7)	(32.8)	
Total Other Revenue	6,202.1	7,572.6	(1,370.5)	(18.1)	
Government of Canada					
Current Operating Programs					
Northern Development	37.8	44.3	(6.5)	(14.7)	
Winnipeg Core Area Tripartite	0.4	9.0	(8.6)	(95.6)	17
E.M.O. — Joint Emergency Planning Program	244.9	249.0	(4.1)	(1.6)	
Transportation Agreement	4.8	4.6	0.2	4.3	
Tourism '85	27.5	26.3	1.2	4.6	
Sub-total	315.4	333.2	(17.8)	(5.3)	
Total	6,517.5	7,905.8	(1,388.3)	(17.6)	

Variance Explanations ($000)

1. **08-1B Executive Administration — Other Expenditures — $10.4**
   Overexpenditure resulting from the appointment of a full-time Minister. The former Minister also held the Manitoba Highways and Transportation portfolio and expenses were shared between the departments.

2. **08-2A Executive Administration — Other Expenditures — $(23.9)**
   Computer equipment repair and maintenance costs were less than anticipated as a result of changes in service arrangements. Computer communication costs were also less than anticipated.

3. **08-2B — Physical Plant — Other Expenditures — $(1,899.1)**
   Underexpenditures due to the following:
   — 25% reduction in heating costs because of above average temperatures; and
   — reductions in repair and maintenance costs.

4. **08-2B — Physical Plant — Recoveries — $(15.5)**
   Increase in recoveries due to additional client requests for minor maintenance services.

5. **08-2C Workshop/Renovations — Recoveries — $(564.9)**
   Increase in recoveries due to accelerated capital projects.

6. **08-3A Executive Administration — Other Expenditures — $2.3**
   Overexpenditure in telephone and travel costs due to co-chairing the federal/provincial/territorial task force on "Improving Access to Government Procurement."

7. **08-3F Telecommunications — Recoveries — $(137.5)**
   Increase in recoveries relating to Manitoba Telephone System rate increases for W.A.T.S. and long-distance charges, and additional federal taxes.

8. **08-3G Postal Services — Other Expenditures — $47.0**
   Overexpenditures due to the following:
   — increased postal van mileage during the June and October, 1987 postal strikes;
   — increase in postal van rate charge per kilometre;
   — purchase of new Signature Mail booklets; and
   — increased use of a previously underutilized postal van.

9. **08-3G Postal Services — Recoveries — $(139.3)**
   Overrecovery due to a separate mailing of additional Manitoba Municipal Affairs' assessment notices and increased mail volume for Manitoba Employment Services and Economic Security's Child Related Income (C.R.I.S.P.) and 55 Plus Programs.

10. **08-4D Land Acquisition — Other Expenditures — $41.5**
    Increased telephone and automobile expenditures due to additional field activities.

11. **08-5B Land Value Appraisal Commission — Other Expenditures — $(47.4) — Recoveries — $31.3**
    Decrease in expenditures and recoveries due to a reduction in hearings pending clarification of a Court of Appeal decision that the Commission's Certificates of Compensation are not binding upon the expropriating authority nor property owners.

12. **08-7A Expenditures Related to Capital Assets — Acquisition/Construction — $(3,460.2)**
    a) **Winnipeg — Existing Law Courts $(321.8) Project #93139**
    Furniture deliveries expected in 1987/88 did not materialize and furniture costs were lower than anticipated.

    b) **Selkirk — Office Relocations $(154.8) Project #50560**
    Client moves were postponed due to contractor's delay. Furniture costs were also lower than anticipated and artwork and signs were not completed until 1988/89.

    c) **Headingley Correctional Institution — $(297.3) Project #41250**
    Deliveries on prefabricated metal partitions and electronic equipment were delayed, resulting in lower costs. Subcontractors failed to meet delivery dates on partitions and electronic equipment.

d) **Winnipeg — Court Complex — $(466.7) Project #62200**
Changes in programming requirements due to consolidation of client department delayed the appointment of the consultant and subsequent client moves which postponed furniture deliveries.

e) **Attorney-General — Minor Projects — $(814.0) Project #70330**
Underexpenditure due to Manitoba Municipal Affairs' move to government owned space rather than leased space as planned. This move was required to allow for centralization of Manitoba Attorney General in the Woodsworth Building.

f) **Manitoba Government Services — Physical Plant — Minor Projects — $983.3**
Budget allocation was increased to accelerate the following capital maintenance projects:
— repairs to Dublin Square resulting from an airplane crash;
— Gimli Industrial Park municipal services; and
— Legislative Building security system.

g) **Community Services — Minor Projects — $(176.3) Project #62150**
Leasehold improvements negotiated with the landlords for the relocation of Manitoba Community Services' St. James/Assiniboia District Office were more favourable than anticipated, resulting in reduced furniture and furnishings requirements and private interior design services.

h) **Egg Lake Rehabilitation Centre — Phase II $(166.8) Project #61460**
Underexpenditure due to the design being revised and labour costs being reduced due to the use of inmate and departmental labour.

i) **Winnipeg Legislative Building — Minor Projects — $(463.3)**
Project #61620 — Central Security System $(170.0)
Funding was transferred to Physical Plant — Minor Projects (Item f).

Project #60310 — Ministers' and Deputy Ministers' offices $(212.7)
Final costs of renovations were lower than estimated.

Project #70010 — Space vacated by Manitoba Finance $(73.0)
Design costs were lower than anticipated.

Other — $(7.6)
Minor projects which did not proceed as planned.

j) **Manitoba Government Services — Carry-over Projects $(297.1)**
Fewer minor capital construction projects were carried over from 1986/87.

k) **Winnipeg Manitoba Highways and Transportation — Minor Projects $(115.1) Project #42080**
Hangar T-5 renovations were accelerated in 1986/87, resulting in reduced expenditures in 1987/88.

l) **North Portage Redevelopment $(1,035.8)**
Underrecovery due to fewer acquisitions being finalized as expropriated parties exercised their rights under The Expropriation Act.

m) **Other — $(134.5)**
Minor projects which did not proceed as planned.

Other Revenue

13. Boards, Commissions and Agencies — $151.5

Physical Plant — $40.5
Increase in hydro consumption by Manitoba Data Services and a 10% hydro rate increase.

Fleet Vehicles — $26.4
Addition of 15 vehicles to the Manitoba Lotteries Commission's fleet.

Materials — $46.2
Increased janitorial inventory sales resulting from lower direct shipments and charge of nonstock items by vendors to customers.

Land Acquisition Branch — $25.3
Differences in receipt of anticipated and actual revenues.

Telecommunication — $18.2
Increase in Manitoba Telephone System's W.A.T.S. and long distance charges, plus additional federal taxes.

Other — $(5.1)
Minor decreases for services provided.

14. **Rental of Government Property — $(286.6)**
Leased Properties — $86.1

Manitoba Data Services' share of the Norquay Building's maintenance costs and property taxes — $101.3.

Leasing of Portage la Prairie farmland was less than anticipated — $(15.2).

Gimli Industrial Park — $(375.8)
Meal bookings were less than anticipated.

Other — $3.1
Net increase in minor rental agreements.

15. **Winnipeg Core Area Tripartite Agreement — $(8.6)**
Leasing arrangements under this agreement were terminated on April 15, 1987.

Revenue Related to Capital

16. **North Portage Development Corporation — $(1,196.4)**
Underrecovery resulted from delayed capital expenditures due to an extended acquisition process.

Government of Canada — Current Operating Programs

17. **Winnipeg Core Area Tripartite Agreement — $(8.6)**
Leasing arrangements under this agreement were terminated on April 15, 1987.

Administration

The Administration Division provides administrative support services to the department and planning, training, and coordination for civil emergencies within the province. The division consists of six branches — Finance, Internal Audit, Human Resource Services, Management Support, Systems, and the Emergency Measures Organization. The accountabilities, accomplishments, and initiatives of each branch during 1987/88 follow.

Finance

The Finance Branch provides central accounting, financial reporting, budget coordination, and certain administrative services to departmental programs and management. In accordance with the requirements of The Financial Administration Act, the branch provides central coordination to ensure financial integrity of the management information systems. They also interpret the directives and regulations of Manitoba Finance. Appropriate standards and financial systems are maintained to ensure financial information is complete, accurate, and timely.

Specific activities of the Finance Branch during 1987/88 included:

- processing 41,200 vouchers and 2,300 billing transactions;
- maintaining a revenue collection and deposit system supplemented by quarterly forecasts and annual estimates;
- processing cost-shared rental payments on behalf of line departments;
- coordinating and consolidating financial information relevant to the preparation of documents such as the Detailed Estimates of Expenditure and Revenue, Estimates Supplement, Annual Report, Public Accounts Variance Explanations, Quarterly Forecasts of Expenditures and Revenues, as well as financial reports for departmental management;
- analyzing and establishing guidelines for Cabinet, Treasury Board, and Preclearance Submissions; and
- providing accounting and budgeting services for the Office of the Lieutenant-Governor and monitoring the financial requirements of the Manitoba Disaster Assistance Board.

A major goal of the branch involves improving the quality and timeliness of financial outputs for both internal management and Manitoba Finance. During 1987/88, Manitoba Government Services' average error rate for voucher processing was the second lowest in government. The processing turnaround time was within five days of the average for all departments. Finance is undergoing a transition in primary activities with the further introduction of automated equipment. As departmental automated systems generate more payment vouchers, the branch will be able to put greater emphasis on payment audit activities rather than voucher preparation.

Internal Audit

Internal Audit is responsible for comprehensive audit reviews of all programs within the department. Objective and independent studies are carried out on all financial, managerial and operational systems. The audits include reviews of the efficiency, economy and effectiveness of departmental programs.

During 1987/88, Internal Audit was involved in the following activities:

- six audit reports, three of which were carried over from 1986/87, and two special reviews;
- planning and major share of field work on two additional projects which will be concluded in 1988/89;
- completing four follow-up reviews to ensure implementation of the recommendations of approved Internal Audit reports;
- commencing field work on three additional follow-up reviews which will be concluded in 1988/89; and
- providing consulting services to departmental branches requiring advice or guidance on financial and management controls.

The objective of Internal Audit is to build and maintain a strong working relationship with branch managers. This is achieved by communicating with as many managers as possible to increase awareness of the benefits of the Internal Audit program and by responding to their requests for assistance.

Human Resource Services

The branch is accountable for the provision of human resource services to departmental managers and staff. These services include staffing, affirmative action, human resource planning, training and development, job analysis and evaluation, employee counselling, labour relations, pay and benefits administration, and occupational health and safety.

In 1987/88, certain responsibilities were realigned in order to dedicate additional resources to labour and employee relations issues. Other activities included

the resolution of 11 formal grievances; the consolidation of the benefits function under the Payroll Section; the presentation of 29 in-house training seminars to 238 departmental employees by the Training and Human Resource Planning Section; and the sponsorship of 17 employees through the department's Educational Assistance Program.

A new performance appraisal system was introduced for those whose positions are involved in the "Management By Results" process and improvements were made to the existing performance appraisal system for both supervisory and nonsupervisory staff. As well, a departmental interchange program for managers was developed. Permanent position vacancies were filled through 64 formal competitions and 50 entry level competitions. In addition, 82 temporary appointments were made through the competition process and 32 students were hired under the Student Temporary Employment Program.

During 1987/88, the department's Affirmative Action Program met and exceeded its objectives; an "English In The Workplace" pilot project was conducted for departmental building service workers; and staff education continued through district and branch presentations and individual consultations. In addition, 72 job evaluations were conducted and computerized organization charts were developed for three of the department's four divisions.

Occupational health and safety remained a high priority, with the first phase of the department's Hearing Conservation Program being completed on schedule with the audiometric testing of 556 employees. The government's Smoking Policy, which included a survey of 1,232 staff on their smoking habits and attitudes, was implemented through the department's Workplace Safety and Health Committees. As well, emergency evacuation procedures were developed or upgraded for major government owned buildings and preliminary work was begun on policies and procedures in response to new Workplace Safety and Health Regulations.

Management Support

Management Support is responsible for coordinating the department's management planning, policy analysis, and program evaluation functions. This involves coordinating strategic, multi-year and operational planning and conducting program, legislative and policy reviews to examine program performance and ways of improving service delivery.

The branch's role includes responsibility for communicating Manitoba Government Services' goals, activities, policies and procedures to client departments and the general public. This is accomplished through various manuals, publications, client relations and public information programs.

During 1987/88, Management Support was involved in the following project activities:

- coordinating the preparation of an Environmental Analysis, Multi-Year Plan, operational plans, and a Strategic Plan;
- coordinating the preparation of the Session Book for the 1987/88 Estimates Review and assisting with the preparation of the Estimates Supplement;
- preparing and distributing the 1986/87 Annual Report;
- developing additional policies for the Administrative Services Manual to provide departmental staff with a reference to the internal administration of the department;
- developing additional subjects for inclusion in the General Manual of Administration;
- preparing legislative amendments to The Public Works Act, The Government Purchases Act, The Land Acquisition Act, and The Expropriation Act;
- coordinating the openings of the new Winnipeg Law Courts Building, the Aspen Activity Centre at the Manitoba Developmental Centre in Portage la Prairie, and the transfer of The Pas Court House;
- developing the department's annual communication strategy;
- implementing a public awareness program for the Emergency Measures Organization, including developing brochures and posters and producing an audio-visual presentation;
- developing a brochure on "Selling To Manitoba Government Services";
- producing press releases highlighting significant departmental activities;
- writing speeches for Ministerial engagements on behalf of the department;
- conducting a second Freedom of Information (F.O.I.) pilot study and developing administrative procedures for handling F.O.I. requests;
- coordinating records scheduling;
- reviewing the Free Trade Agreement to determine its impact on departmental programs;
- conducting program reviews of Security and Parking, Office Equipment Services, records management (1700 Portage Avenue), space consolidation, computer purchasing practices, courier services, and technological change; and

- carrying out system audits for Purchasing and Fleet Vehicles and performance measurement demonstrations for Human Resource Services, Land Acquisition, Telecommunications, and Workshop/Renovations.

Systems

The Systems Branch is responsible for providing central systems support to departmental program managers as well as administering the systems development process within the department. Specific objectives of the branch are to:

- be proactive in identifying, preparing, and implementing systems where cost-savings can be applied in the delivery of departmental services;
- provide quality service to individual programs, but to do so within the greater context of serving the concerns and objectives of the department in total; and
- enhance human resource development within the branch since staff is ultimately responsible for bringing about cost-savings, increased efficiency, and the provision of quality service.

Major development projects during 1987/88 included:

- commencing a requirements study for Office Equipment Services;
- analyzing Project Management's informational requirements;
- completing a major upgrade of a minicomputer system for Supply and Services;
- implementing an automated inventory/billing system for Material Supply;
- installing a minicomputer in Land Acquisition; and
- implementing an automated gross costing system for Workshop/Renovations.

In addition, Systems provided analysis and computer programming services for the ongoing maintenance and enhancement of the following operational computer systems;

- Fleet Management System;
- Purchasing Information and Common Materials Identification Systems;
- Telephone Directory System;
- Property Management Accounting System;
- Space Inventory System (Planning and Leasing);
- Budget and Cash Flow Reporting System;
- Personnel Budgeting and Cash Flow System; and
- Builders Lien System (Construction Contracts).

Systems Branch is also responsible for the coordination of the Systems Planning Committee. This Committee is comprised of management representatives from each division and is accountable to the Executive Committee for preparing and monitoring the annual departmental Systems Plan.

Emergency Measures Organization

The Emergency Measures Organization (E.M.O.) provides overall provincial planning, training, and coordination for the safety and survival of citizens and the protection of property in disasters and emergencies. E.M.O. works closely with all levels of government and private volunteer agencies to coordinate effective emergency preparedness and response. This mandate is carried out through a head office in Winnipeg and regional offices in Portage la Prairie, Brandon, and Thompson.

E.M.O. staff provide support and resources to municipalities, school divisions, and the private sector in developing emergency plans and response capabilities. In 1987/88, staff made 561 visits to communities and assisted local governments and communities in developing 17 first-time emergency plans and updating 56 existing plans. Of the 256 municipalities in Manitoba, 139 now have plans and a further 38 are in the planning process. In addition, eight private corporations requested and received assistance in the research and preparation of emergency plans. In cooperation with the federal government, plans for two Indian Bands were developed and a further six are being prepared. E.M.O. also assisted with six major emergency exercises and, in conjunction with Manitoba Education, the brochure 'Guidelines For Emergency Preparedness In Schools' was distributed to school divisions throughout the province.

During the year, E.M.O. was also involved with the following federal programs and initiatives:

- the Volunteer Emergency Workers' Compensation Agreement;
- the National Emergency Agencies for Construction, Telecommunications and Energy;
- the National Agriculture Management Workshop; and
- the Vital Points Program which identifies facilities of strategic importance during an emergency.

In July, 1987 the revised Emergency Measures Act received Royal Assent. The new Act provides the necessary powers for emergency planning and response for all emergencies or disasters. Emergency preparedness is now mandatory at the municipal level and, where desirable, may be extended to include private industry. Under the Act, the responsible Minister may declare a "State of Emergency" in all or any portion of the province. Municipal authorities have similar powers within their respective jurisdictions. During a "Declared State of Emergency," the Minister and/or municipal authorities may take any action deemed necessary for the health and safety of Manitobans and the protection of property and the environment.

Compensation for the loss of real or personal property as a result of actions taken under a "Declared State of Emergency," and death or injuries to volunteers participating in emergency preparedness and/or emergency response, are covered under the Act. As well, the legislation established the Manitoba Disaster Assistance Board as the agency responsible for the development and implementation of the provincial policy on disaster assistance programs.

As a result of the new legislation, Parts I and II of the Manitoba Emergency Plan were amended. Part II includes a provision for prompt and coordinated provincial emergency response to radiological emergencies within the province. The health guidelines were also amended and revisions are being made to The Dangerous Goods Act to reflect changes in both federal and provincial legislation.

Since April, 1987 E.M.O. has responded to over 100 incidents. These included a number of large forest fires, two of which threatened populated areas in the province and caused the evacuation of one small community. Although spring flooding was minor, some affected areas were considered for flood prevention measures.

Manitoba experienced two cross-border incidents. They were derailment of a railcar carrying propane in Noyes, Minnesota which caused the evacuation of 300 residents in Emerson and a farm chemical storage warehouse fire in Minot, North Dakota.

As part of its Training/Education Program, E.M.O. gave numerous lectures and presentations to municipal councils and public interest groups and 189 Manitobans received training in the following E.M.O. courses/workshops:

- Community Emergency Planning (10 participants — held in The Pas);
- Workshop on Community Preparedness (19 participants — held in Portage la Prairie);
- Emergency Planning for Care Facilities (24 participants — held in Beausejour);
- Community Emergency Preparedness Workshop (for the Nurses' Association — 34 participants);
- Community Emergency Social Services Planning and Response Operations (12 participants — held in Dauphin); and
- First Aid Training (81 participants — held in various rural communities).

In addition, the branch coordinated the attendance of 181 Manitobans at the federal government's Canadian Emergency Preparedness College in Arnprior, Ontario.

E.M.O. continued a public awareness program during 1987/88 by circulating throughout the province a new series of emergency preparedness brochures and distributing announcements to numerous radio and television stations.

In 1987/88, E.M.O. participated in the ongoing Joint Emergency Preparedness Program (J.E.P.P.). Through J.E.P.P., the federal government provides financial assistance to provinces to meet the costs of projects aimed at enhancing national emergency preparedness. From J.E.P.P.'s inception in 1981/82, Manitoba has received $2.6 million. The 1987/88 program totalled $1,257,281 — a federal share of $486,680; a provincial share of $500,276; and a municipal share of $270,325.

Property Management

The Property Management Division provides technical, construction, and maintenance functions pertaining to the department's property management services. The division consists of five branches — Physical Plant, Property Administrative Services, Security and Parking, Workshop/Renovations, and Gimli Properties. The accountabilities, accomplishments, and initiatives of each branch in 1987/88 follow.

Physical Plant

The Physical Plant Branch is responsible for operating and maintaining government owned and leased properties throughout Manitoba. The branch provides this service through its Leased Properties and Contracted Services sections and four district offices located in Winnipeg, Brandon, Selkirk, and The Pas.

More specifically, the branch operates and maintains government occupied buildings including offices, court facilities, community colleges, health and correctional institutions, laboratories, greenhouses, and other miscellaneous properties.

As of March 31, 1988, 626 staff, assisted by private contractors, serviced approximately 950,000 square metres of owned space and administered 138,453 square metres of leased space.

The branch provides planning, general maintenance, snow removal, and parking lot maintenance for government grounds, as well as technical assistance, energy management, and consultative services for the design and renovation of new and existing buildings.

Physical Plant highlights during 1987/88 included:

- implementing improvements in workplace safety to reduce accidents, thereby decreasing Workers' Compensation costs;
- continued a program of contract cleaning with existing civil service staff, for an annual cost saving of $320,000;
- improving security in major buildings through the installation of electronic security systems and exterior lighting;
- consolidating the greenhouse and bedding plant operations into one facility;
- implementing a contract maintenance program for emergency power generators in major buildings;
- initiating a staff training program for the safe handling of asbestos;
- implementing the department's Hearing Conservation Policy;
- installing building automation systems to improve energy management and environmental controls;
- improving leased properties through the enforcement of lease agreements; and
- contracting services for 300 government owned and leased buildings.

Technical and Energy Services

Technical and Energy Services provides professional and technical support to district property managers, zone managers, and building managers involved in Physical Plant operations. This support includes technical advice and supervision relating to energy conservation, operational techniques, systems maintenance, and safety in government accommodation.

In 1987/88, the section continued its aggressive Energy Management Program and achieved its objective of reducing energy consumption by 22%, resulting in an estimated cost avoidance of $2 million. As in previous years, with the cooperation of the Manitoba Government Employees' Association and building operations staff, proven energy conservation measures were implemented.

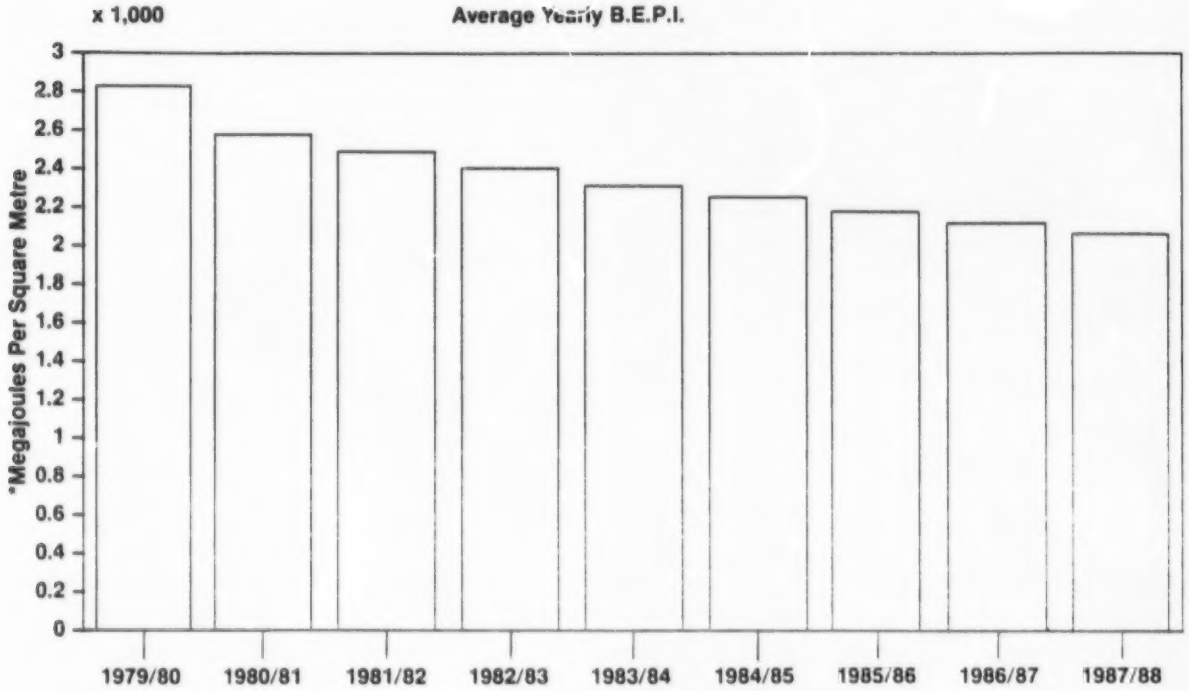
Major activities during 1987/88 included:

- technical and energy inspections of new buildings and major renovations, e.g. upgrading of the W.H. Ward Laboratory exhaust system and renovations to the Land Titles Building;
- energy audits and analyses of building systems;
- coordination of building maintenance projects; and
- implementation of industrial safety measures.

Figure #4 depicts the reduction in energy consumption during the past nine years, as calculated across selected buildings.

Building Energy Performance Index (B.E.P.I.)

for the fiscal year ended March 31, 1988,
with comparative figures for the previous eight fiscal years.



***Megajoules**
A unit of energy encompassing all forms of energy consumed, including gas, oil, and electricity.

B.E.P.I. — Building Energy Performance Index
Units — Megajoules per square metre

	B.E.P.I.	Reduction from Previous Year (%)
1987/88	2059	2
1986/87	2097	4
1985/86	2185	3
1984/85	2257	1
1983/84	2295	4
1982/83	2395	3
1981/82	2476	4
1980/81	2543	10
1979/80	2811	—

Contracted Services

The prime responsibility of Contracted Services is to obtain services from the private sector in areas the department is unable to supply. The preparation of contract documentation and specifications; public tendering; and the analysis, implementation and regular review of all maintenance service contracts comprise the general mandate of the section.

Private contractors provide government owned and leased buildings with maintenance services for air/refrigeration equipment, elevators, fire detection/alarm and extinguishing systems; and emergency power generators. They also provide janitorial services, pest control, refuse removal, window cleaning, chemical water treatment, and cafeteria operation.

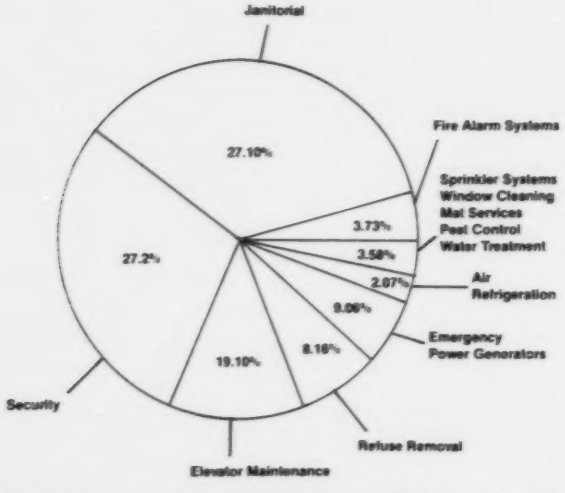
During 1987/88, 45 contracts were awarded. Appendix "D" summarizes the service contracts.

In 1987/88, the total expenditure for contracted services was $1,215,892. This included $199,076 for services to 60 leased properties. A breakdown of expenditures by type of contract is shown in Figure #5.

Figure #5

Service Contract Expenditures

for the fiscal year ended March 31, 1988.



Total contract costs for 1987/88 — $1,215,892. This includes service costs for leased locations of $199,076.

Leased Properties

Leased properties is responsible for ensuring that both government and landlords fulfill their lease responsibilities. The government has 354 leasehold properties throughout the province, comprising 138,453 m^2 (1,490,339 sq. ft.) of building space and 45,745.26 m^2 (492,414 sq. ft.) of land.

During 1987/88, the section responded to the concerns of numerous client departments and negotiated improvements to various leasehold properties. A program was also initiated to improve upon the accountability and responsibility of landlords.

Property Administrative Services

Property Administrative Services is responsible for ensuring that existing administrative systems and processes are maintained and new systems developed according to departmental/divisional policies.

Branch activities include coordinating budgets, financial reports, personnel administration, financial systems, and policy activities for the division's field operations. Property Administrative Services is also responsible for the following programs.

- **Administrative Services** provides support services to Property Management branches.
- **Automated Services** provides computer resources for the division.
- **Employee Housing** manages and maintains 116 government housing units. In 1987/88, a 3% rental rate increase was implemented. The units continued to be upgraded and the heating systems converted from oil to wood/electric to reduce dependency on nonrenewable resources.
- **Food Services** has a mandate to maintain and improve levels of client service in government cafeterias.

Branch highlights during 1987/88 included the implementation of an automated gross costing system for Workshop/Renovations and the transfer of employee housing units from Assessippi to Mafeking.

Security and Parking

Security and Parking provides protection services for all major government properties and has assignment and enforcement responsibilities for all major parking facilities.

In 1987/88, ways of meeting the ongoing demand for parking space in the Winnipeg core area continued to be considered. A computerization initiative within the parking program, begun in 1986/87, has increased the efficiency of the clerical function and effectively provides information on specific problem areas.

The Mobile Patrol within the City of Winnipeg successfully completed its first year of operation and various improvements to electronic surveillance equipment are being introduced.

Workshop/Renovations

Workshop/Renovations provides construction, maintenance, renovation, millwork, electrical, painting, and furniture repair services for government owned and leased buildings, as well as employee housing.

The branch also acts as a general contractor for renovation, maintenance, and alteration work where general contractors from the private sector are not available (e.g. remote areas, mental health centres, high security locations), and where work cannot be accurately detailed or is of an emergency nature. Wherever possible, subtrade work is contracted out to local contractors.

During 1987/88, Workshop/Renovations completed 271 major projects with costs totalling $4,022,000, of which 58% were awarded to local contractors. These major projects included fire/safety upgrading of the Norquay Building and renovations to the Milner Ridge Correctional Centre and the Manitoba Highways Garage at 1550 Dublin Avenue.

In addition, the branch carried out 844 minor projects on behalf of client departments, for a total cost of $835,000.

Gimli Properties

Responsibility for Gimli Properties was assumed by the government in September, 1971 and assigned to Manitoba Government Services in 1975. The department is responsible for maintaining and operating this multipurpose facility which includes 72 buildings, a 2,072 metre runway, the Canadian National Railways Training School, a motor-sport park, a water and sewage treatment plant, wells and watermains, two heating plants, and an underground steam distribution system.

In April, 1986 the Aspen Park housing complex, comprising 194 units, was turned over to Manitoba Housing who converted it to condominiums for sale to the public.

Negotiations also continued with the Gimli Properties Tenants' Committee and the Rural Municipality of Gimli regarding private ownership of the Industrial Park, including the aircraft runway and surrounding area.

Until privatization is complete, the department will continue to operate the complex through the Gimli Industrial Park Authority. This Authority, comprised of the Assistant Deputy Minister of Property Management, the Gimli Properties Manager, and a representative from Manitoba Business Development and Tourism, advises the Minister on the operation of Gimli Properties. A list of tenants, as of March 31, 1988, is contained in Appendix "A".

Supply and Services

The Supply and Services Division provides supply and related services to all departments and certain boards, agencies, and commissions. The division consists of five branches — Fleet Vehicles, Purchasing, Material Supply, Office Equipment Services, and Telecommunications. Accountabilities, accomplishments, and initiatives of each branch during 1987/88 follow.

Fleet Vehicles

Fleet Vehicles provides central services for the provision of:

- vehicles in support of departments' and agencies' program requirements;
- financial accounting and management information on the operation of the fleet;
- fleet maintenance services through the operation of the Central Provincial Garage and coordination of services provided by outside agencies;
- licensing and insuring fleet vehicles; and
- financial data to client departments regarding their transportation expenditures.

The branch is responsible for the administration of 2,529 vehicles. The fleet is operated on a self-sustaining basis and is cost-recovered through distance rates charged to clients. The rates differ according to vehicle type and clients' operating costs. In 1987/88, fleet vehicles were driven 70,619,700 kilometres, an average of approximately 27,900 kilometres per vehicle. This total represents a 1.3% decrease from 1986/87.

The Fleet Management Information System provides cost data on each vehicle and a data base for establishing vehicle use rates by department. With this information, individual rates are calculated each year, enabling the branch to calculate user charges which reflect actual operating costs of each vehicle. In addition, the system provides client departments with regular reports on vehicle costs and utilization to assist them in controlling their vehicle assignment and transportation costs more effectively.

During 1987/88, client departments continued to support the initiative toward smaller, more fuel efficient vehicles through consultation with the branch. Figures #6(a) and #6(b) reflect the reduced fuel consumption in 1987/88.

Most of the recommendations included in the 1986/87 independent study of Fleet Vehicles' repair facility were implemented in 1987/88. In particular, new electronic vehicle diagnostic equipment was installed along with modern hoists and tire changers. Safety on the shop floor was also improved with the installation of additional safety equipment and adoption of safer handling procedures for dangerous goods and hazardous wastes.

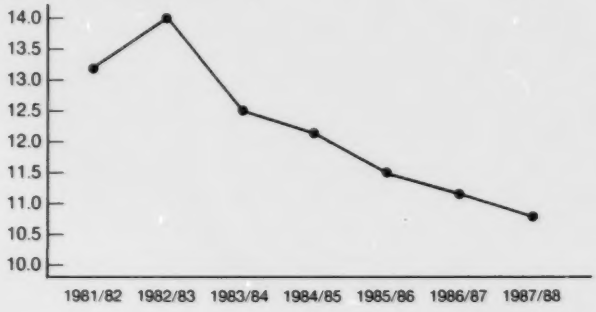
Plans for 1988/89 include the development of a system to monitor the use of labour and materials, with an aim to improving the overall cost-effectiveness of the Central Garage.

Figure #6

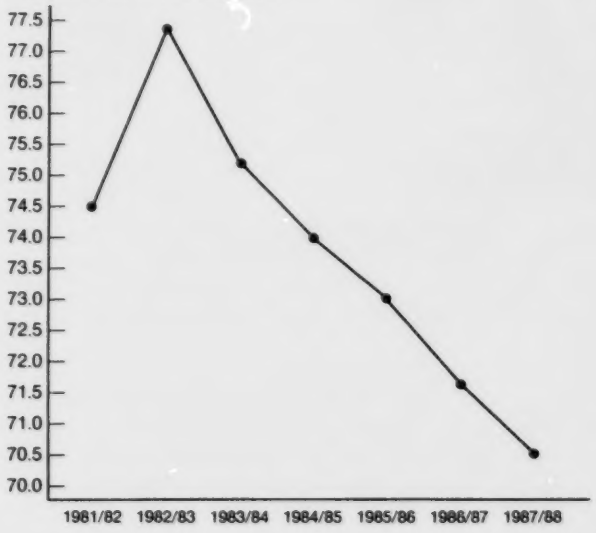
Fuel Consumption and Distance Driven

for the fiscal year ended March 31, 1988, with comparative figures for the previous six fiscal years.

(a) Litres of fuel (millions)



(b) Kilometres driven (millions)



Purchasing

Purchasing is the central agency responsible for the acquisition of goods and services for all departments and certain boards, commissions, and agencies. Its responsibilities include maintaining an impartial competitive tendering system; developing and maintaining lists of potential supply sources; developing product standards and specifications; contracting, identifying and cataloging material; consolidating requirements; and expediting contracts. The general objectives of the Purchasing Branch are to:

- provide client departments with an effective level of service when negotiating purchasing contracts;
- ensure that each purchasing contract represents a fair and reasonable cost to the government;
- ensure that all qualified suppliers are afforded an opportunity to compete for provincial government business;
- ensure that government policy on procurement of goods and services is followed;
- provide the government with information and advice to assist it in making purchasing policy decisions; and
- maintain a data base of standard product descriptions and stock code numbers for use by client departments in controlling and replenishing inventory items.

Purchasing is divided into four operational components. They are a purchasing team responsible for acquiring a wide variety of commodities; a contracting officer responsible for assisting client departments in preparing and issuing service-related contracts; a standards group which provides clients with specification and material identification services; and a support group which provides data processing, record keeping and typing services.

During 1987/88, the branch processed 13,000 requisitions containing 72,000 goods and service items and issued 18,000 purchase documents valued at approximately $93.3 million. An additional 51,000 field orders valued at $10.9 million were monitored. Compared to 1986/87, these figures represent a 16% decrease in dollar value and a 4% increase in the number of purchase documents issued.

1987/88 Highlights

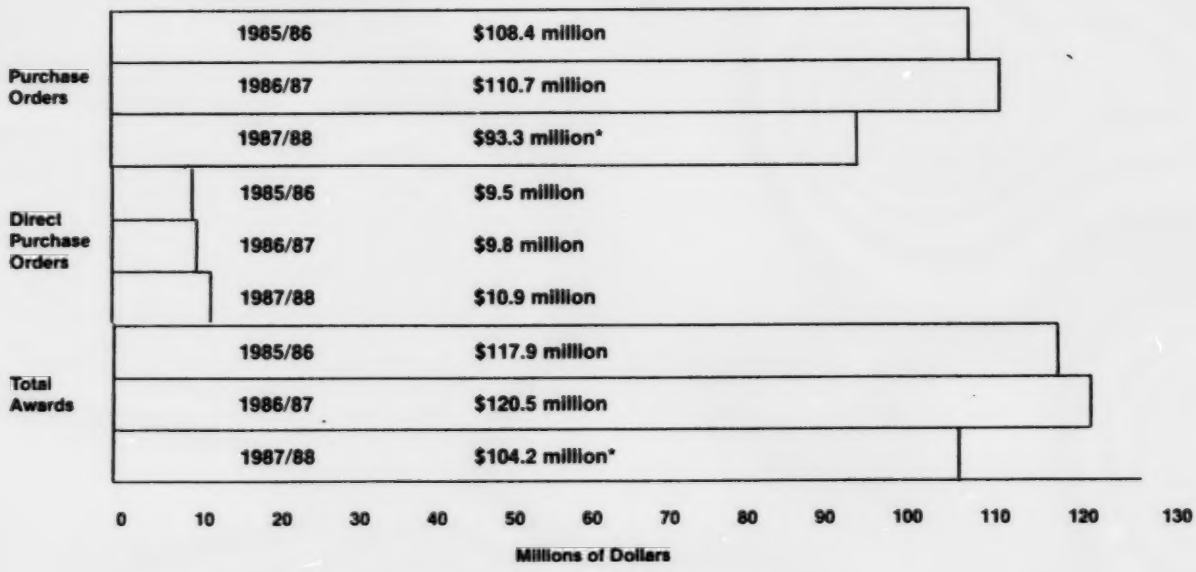
- Of the $104.2 million in goods and services purchased, approximately $71.1 million (68%) were awarded to Manitoba suppliers; $32.5 million (31%) to suppliers in other parts of Canada; and $.6 million (1%) to international suppliers.
- Of the $71.1 million awarded to Manitoba suppliers, approximately $8.8 million were awarded to rural suppliers. Rural businesses, especially garages and bulk fuel dealers, also benefited indirectly through tendered fuel contracts and fleet vehicle credit card purchases.
- Savings of approximately $7.2 million could be attributed to the tendering process, being the difference between the price paid and the next lowest price.
- Efforts to further improve supplier awareness of the government's procurement policies consisted of participation in trade shows designed to display material and equipment purchased by the government; an increased number of supplier liaison visits; and distribution of information on procurement policies and practices through various Chambers of Commerce.
- Policy and procedural seminars for government employees were conducted at several locations in the province. Topics included requisitioning, forecasting requirements, specifications and standards, direct purchasing, and standard cataloging forms.
- Efforts to promote Manitoba manufacturing continued through application of the "Buy Manitoba" policy. As a result, awards in favour of provincially manufactured products totalled $486,565. The cost of awarding contracts to Manitoba based companies was $17,278 and the estimated indirect return to the Manitoba economy was $34,298, for a net gain of $17,020.
- Procurement details and policy advice were provided on issues such as product pricing and supply methodologies for computers and stationery products.
- Several international contracts were awarded on behalf of the Canadian International Development Agency through Manitoba Education.

- Quality assurance tests were conducted on a random basis to ensure products complied with written specifications, especially those regarding fire retardant materials.
- Several new or unique contracts were developed and awarded during 1987/88. Some examples of these follow:
  - — interpretive and translation services in American Sign Language to facilitate communication between hearing and hearing impaired people; and
  - — the production of braille and audiotape transcriptions of printed material for the visually handicapped.
- In addition to the acquisition of goods and services, the Purchasing Branch participated in a number of federal/provincial task forces and committees, including the Public Sector Procurement Data Network; Reduction of Interprovincial Trade Barriers; Free Trade; Memorandum of Understanding, Improvement Access to Government Procurement; Western Canadian Procurement Initiatives; and the Western Diversification Program.

Figure #7

Purchasing Awards and Summary Comparisons

for the fiscal years 1985/86, 1986/87, 1987/88.



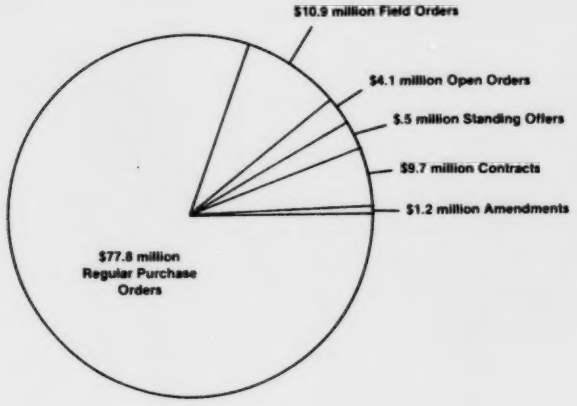
*1987/88 decreases due to progressive deliveries and payments inherent in multiyear commodity contracts.

Figure #8

Purchasing Activity By Type Of Acquisition

for the fiscal year ended March 31, 1988.

Total
$104.2 million



DEFINITIONS:

Regular Orders: purchases resulting from regular requisitions (PS-f-21) forwarded to Purchasing for tender and award of purchase orders.

Field Orders: purchases resulting from Direct Purchase Orders placed in the field by various departments.

Open Orders: standing agreements negotiated by Purchasing that enable specific departments to order as required.

Standing Offers: agreements issued by Purchasing based on forecasted annual government-wide requirements for specific commodities. These agreements enable goods to be released on a required basis.

Amendments: order changes.

Contracts: formal agreements for the supply of goods or services, subject to complex terms and conditions.

Figure #9

Purchasing Activity On Behalf Of Departments

for the fiscal year ended March 31, 1988.

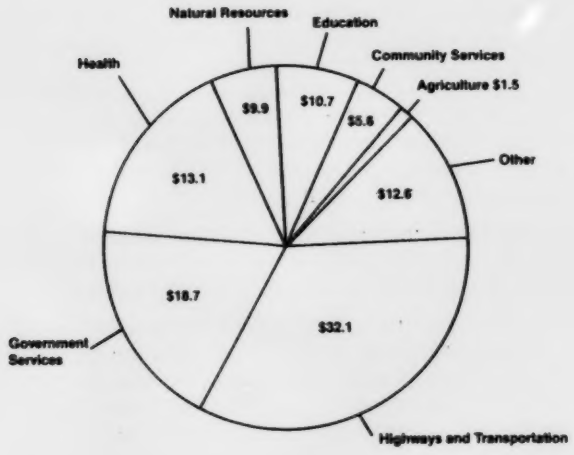


Figure #10

Twenty Largest Commodity Values

for the fiscal year ended March 31, 1988.

Description	Number of Purchase Orders or Standing Offers	Value
Petroleum Products — Fuels, Lubricants	489	$16,050,086
Asphalt Services	368	12,564,544
Vehicles — Automobiles, Trucks, School Buses	167	10,525,692
Food	1,466	7,088,027
Industrial Chemicals	189	3,918,535
Medical Products	947	3,676,522
Scientific Products	1,009	3,479,385
Metal Fabricated Products	688	3,145,597
Nonindustrial Chemicals	863	2,638,558
Pharmaceutical Drugs	480	2,466,416
Communication Products	1,576	2,403,579
Industrial Machinery	229	2,245,848
Furniture	507	2,056,470
Safety Equipment	335	1,747,258
Nonmetallic Mineral Products	209	1,395,311
Tractors and Special Machinery	133	1,243,017
X-Ray Related Equipment	124	1,014,672
Janitorial Supplies	371	933,905
Office Machines	178	891,860
Clothing	163	853,191
Total	10,491	$80,338,473

Material Supply

Material Supply maintains centralized stocks of commonly used items such as office furniture and furnishings, uniforms and environmental clothing, construction materials and janitorial supplies.

In addition, the branch provides the following services to departments and approved agencies:

- transportation of material and office relocation moves;
- short and long-term storage of material and equipment;
- disposal of surplus government material and assets;
- redistribution between departments of surplus material and assets; and
- consultative services on storage aids and layouts.

Material Supply arranged for the sale of surplus fleet vehicles and other surplus assets from various departments. These sales resulted in the return of $593,398 to the consolidated revenue account. In addition, vehicles and equipment were sold on behalf of Manitoba Highways and Transportation, realizing $162,226; 102 school buses were sold for $105,078 on behalf of the Public Schools Finance Board; the Manitoba Development Corporation realized $374,984 from the Flyer bus plant's surplus assets; and a further $85,584 was deposited to other revenue accounts. The total from all of these transactions was $1,321,270. Obsolete furniture estimated at $8,915 was donated to 36 nonprofit organizations.

In 1987/88, commercial moving costs for interdepartmental material and office relocations totalled $127,662, an increase of $90,821 from 1986/87.

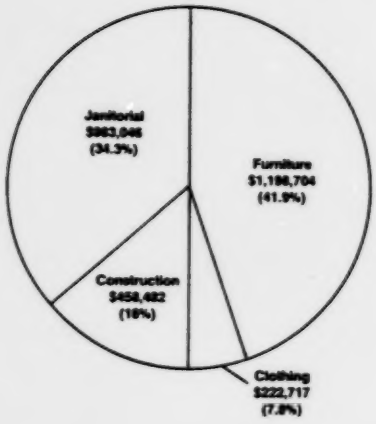
A total of 22 branches from 13 departments were provided with long or short-term storage services which included maintenance of inventory records and deliveries upon request. Approximately 13,000 square feet of indoor storage space was allocated for this service at a cost of $31,000. In addition, 2,000 square feet of storage space was provided for furniture purchased for major projects and received prior to building occupancy.

In 1987/88, Material Supply maintained an average inventory of $768,821, with a turnover rate of 3.3. Through the use of a modified economic order quantity system, the inventory levels have been restricted to the lowest acceptable levels without detriment to client service.

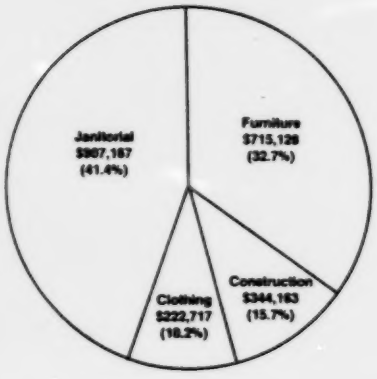
Figure #11

Comparative Sales From Inventory

1985/86
Total Sales: $2,862,949



1986/87
Total Sales: $2,189,175



1987/88
Total Sales: $2,520,144

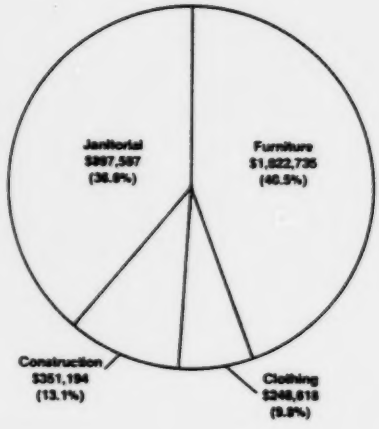


Figure #12

Surplus Sales by Public Auction And Tender

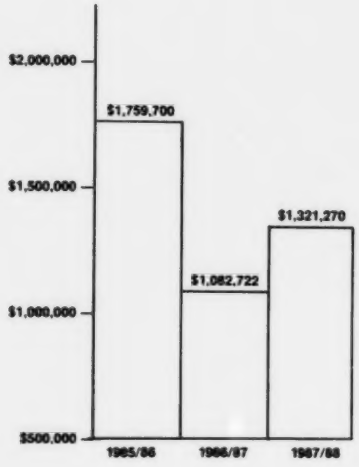
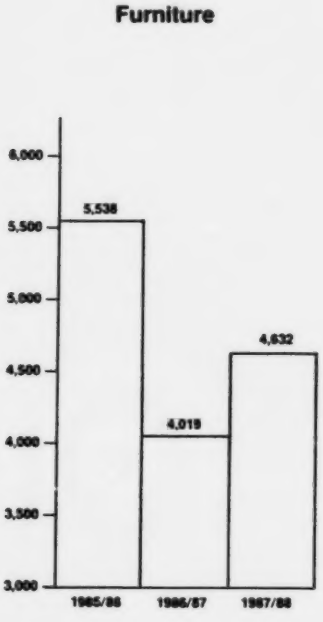


Figure #13

Line Items Issued



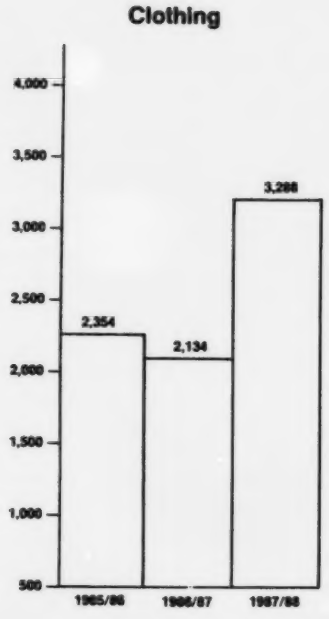
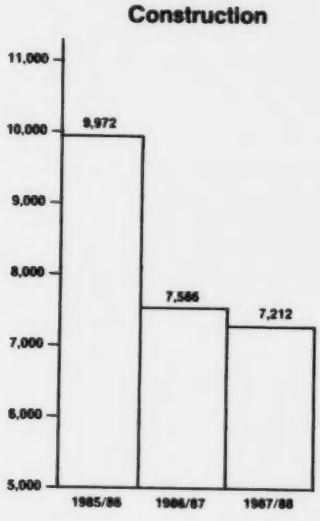


Figure #14
Line Items Issued



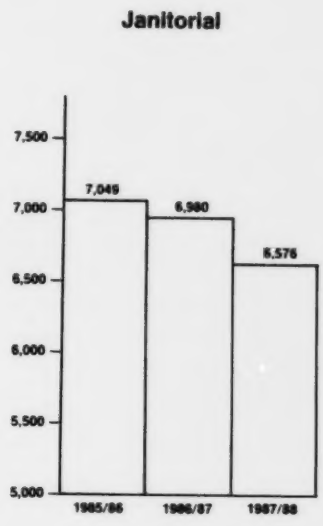
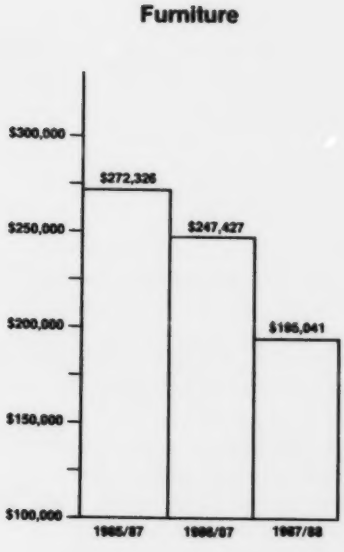
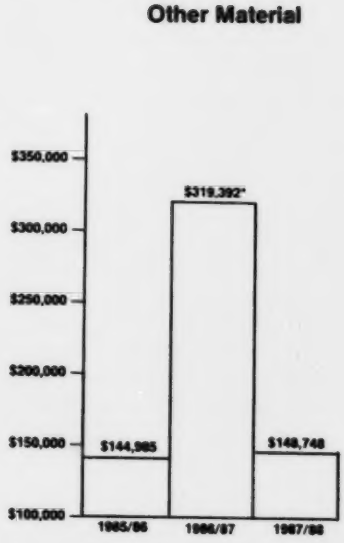


Figure #15
Redistribution of Surplus Assets





*Includes transfer of heavy equipment from Manitoba Highways to other departments.

Office Equipment Services

Office Equipment Services is responsible for the supply and servicing of government office machines and equipment. Machines are categorized into classes and rented at a monthly rate which includes all replacement, maintenance, and overhead costs.

As of March 31, 1988, the inventory of office machines was 14,355 pieces consisting of calculators, dictators, transcribers, tape recorders, and typewriters. In addition, audiovisual equipment — such as overhead projectors, transparency makers, and movie projectors — is available for training purposes on short-term loan to client departments.

The "standing offer" approach to awarding contracts to all copier vendors meeting the government's terms and conditions continued to result in a reduction in per copy cost, particularly on one and two year rental contracts. The prime objective of this concept is to provide copiers at minimal cost based on departmental requirements.

Machine servicing and repairs were carried out by seven branch machine technicians and through private sector contractual arrangements. During 1987/88, the branch arranged service on 2,266 commercial contract repair calls; 2,762 in-house repair calls; 3,588 in-house shop repairs; and 1,353 preventative maintenance calls.

Office Equipment Services continued to facilitate equipment standardization to achieve volume discounts, especially in the initial bulk purchase of machines and subsequent bulk purchasing of spare parts, maintenance and service. By taking advantage of bulk and standard specifications, the branch was able to reduce the cost of office equipment, relative to list prices, by the following percentages:

- Electronic Typewriters — (45%)
- Desk Dictation Equipment — (45%)
- Printing Calculators — (50%)
- Service Contracts — (40%)

Office Equipment Services provides consultative services on machine evaluations and selections and is responsible for the reassignment of surplus rental equipment. The branch also evaluates and makes recommendations to Treasury Board on new office machines. In 1987/88, the use of electronic typewriters continued to increase in typing stations and classrooms where high levels of reliability and productivity are required.

Telecommunications

The branch is responsible for the centralized management of telecommunications within government. Responsibilities include coordinating the installation, relocation, and removal of telecommunication services; evaluating requirements; providing technical support; maintaining service standards; and managing long distance telephone service networks.

Telecommunications performs a variety of activities to ensure client departments receive an acceptable and cost-efficient service. These include negotiating requirements with the Manitoba Telephone System (M.T.S.) and other telecommunication suppliers; arranging schedules for service dates; and subscribing to centralized volume purchasing of toll network services such as Wide Area Telephone Service (W.A.T.S.). Telecommunications also evaluates long-distance services to ensure their effectiveness and efficiency and makes recommendations on how they may be improved.

During 1987/88, there were 2,187 supply orders issued in response to requests for telecommunication services. In addition, 788 on-site visits were made to review and analyze telecommunication system requirements. The total W.A.T.S. expenditure was $1,344,566. The use of this service, rather than Direct Distance Dialing, saves the government in excess of $650,000 per annum. The new digital telephone system, made available through M.T.S., provides computer generated information on both W.A.T.S. and long-distance telephone use to Telecommunications and client program managers. This information provides greater accountability and enables Manitoba Government Services to recover costs from client departments.

Government of Manitoba telephone operators on the Winnipeg and rural switchboards provide directory and informational services to the public and direct In-W.A.T.S. calls to Members of the Legislative Assembly and government offices which subscribe to the service.

In addition, Telecommunications coordinates the acquisition of all electronic messaging services and provides centralized facilities for the transmission and receipt of message communications by Envoy, telex, and telecopiers. A total of 39,086 messages were sent, received, and distributed throughout government during 1987/88.

The branch also provides technical support and coordinates the acquisition of network facilities for data transmission within government. Conversion to Centrex service, involving approximately 500 telephones in Brandon government offices, was completed during 1987/88.

Teleconferencing services, with coordination and training provided through the Telecommunications Branch, is now available to client departments. This new service realizes substantial savings in long-distance telephone and travel costs.

Postal Services

Postal Services is part of the Telecommunications Branch and is responsible for the centralized processing and distributing of government mail. Postal Services' central mail facility is located at 200 Vaughan Street, Winnipeg, with depots at other major government buildings in Winnipeg and throughout the province. Delivery and pickup of provincial government in-house mail is also provided in Winnipeg.

During 1987/88, Postal Services sorted and distributed 3.2 million pieces of interdepartmental mail in Winnipeg. The average pickup and delivery cost for each piece was 4.5¢. If this service had been provided through conventional means, the average cost to the province would have been 54¢. Overall savings to the government, through distribution of its own mail, was in excess of $1.7 million in 1987/88. The total postage expenditure incurred by Manitoba Government Services for departmental federal mail was $4,305,862, an increase of $174,000 over 1986/87. In total, Postal Services handled 18.2 million pieces of mail during 1987/88.

Postal Services provides consulting services to government departments on mail preparation and handling procedures to ensure that mail is processed, received, and dispatched according to Government of Canada postal regulations. The branch is also responsible for the acquisition and maintenance of postal equipment.

In 1987/88, Postal Services implemented a new "Signature Service". This is a form of interdepartmental certified or registered mail which reduces Canada Post proof of delivery charges. In addition, the use of Priority Post to move interdepartmental mail in Manitoba, along with savings derived from the postage cost recovery system from individual departments, resulted in significant savings.

Next day delivery of interdepartmental mail within Winnipeg and two to three days delivery in rural areas continues to be met.

Project Services

The Project Services Division provides accommodation planning, project management, acquisition, and design expertise to government departments, boards, commissions, and agencies. The division consists of four branches — Land Acquisition, Design, Project Management, and Corporate Accommodation Planning. Their 1987/88 accountabilities, accomplishments, and initiatives follow.

Land Acquisition

The Land Acquisition Branch is the central agency responsible for the appraisal and acquisition of real property for departments and government agencies. The branch is also responsible for the disposal of surplus buildings and land. The head office is located in Winnipeg and offices responsible for processing Western Manitoba requirements are in Brandon and Dauphin.

In 1987/88, the branch negotiated 600 acquisitions of property by mutual agreement and acquired 112 properties by expropriation. These acquisitions comprised approximately 1,425 hectares of land totalling approximately $1,985,592. In addition, compensation of $3,360,638 was paid out for property previously acquired for the North Portage Redevelopment and the Winnipeg Core Area Initiative. The branch also required 39 parcels of urban land at a cost of $2,033,723 and carried out 67 appraisals which were not part of the acquisition process.

Since the creation of the branch in July, 1965, it has acquired 188,831 hectares of land through 22,600 mutual agreements totalling approximately $86,445,761. This excludes expropriations which were not recorded separately at the outset of branch operations.

During 1987/88, the branch continued to be involved in such major projects as the twinning of P.T.H. #75 between St. Norbert and Morris; the bridge over the Red River north of Selkirk; the highway connecting P.T.H. #59 and the junction of P.T.H. #9 and #9A near Selkirk; and the twinning of P.T.H. #44 between P.T.H. #59 and Garson. Other high profile rural projects were the improvement of P.T.H. #67 between Stonewall and P.T.H. #7 and the proposed dike system for the Town of Ste. Rose du Lac.

Major urban projects included ongoing negotiations towards settlement of compensation claims for the North Portage Redevelopment and several Winnipeg Core Area Initiative projects involving the new Air Canada Building; the extension of Central Park; redevelopment between Logan and Higgins Avenues; and redevelopment of land at the junction of the Red and Assiniboine Rivers.

Land Acquisition continued to participate in the disposal of surplus properties on behalf of various government departments and agencies. In 1987/88, there were 44 land and building disposals totalling approximately $193,162. The branch also continued to be involved in the disposal of 17 abandoned railway lines where most of the land is being sold to adjacent owners at a flat fee per quarter section.

The production of comprehensive procedures manuals was a priority during 1987/88, as well as the reorganization of field and office staff in line with the recommendations of an independent study and internal audit report.

Design

The Design Branch is a multidisciplinary design agency which provides professional and technical services for programming, design, construction, and occupancy of new and existing government accommodation. The branch consists of three sections — Architecture, Engineering, and Interior Design. Since project design requirements are generally multidisciplinary, the activities of these sections are highly interrelated and interdependent.

Design activities and production are directed and managed on an assigned project basis, normally in the order requests for service are received. However, client needs or construction timing may cause other priorities to take precedence over the planned order of work.

The Design Branch generally undertakes smaller design projects, while private consultants are usually commissioned for major work. In 1987/88, branch activities included:

- completing 188 architectural, engineering, and interior design projects;
- completing 233 furniture and furnishings projects;
- operating, maintaining, and expanding the Provincial Art Program, which comprises approximately 1,650 pieces of art;
- completing 89 individual sign projects and implementing a maintenance and upgrading program for major sign systems; and
- providing conceptual project costs, including all capital works considerations.

During 1987/88, the automated drafting system was expanded to 13 fully integrated production stations. Staff continued to be trained in the application of new techniques and implementation has progressed to the point where 80% of all drawing production is now automated. Substantial improvements in production ability, quality and volume are being achieved and significant progress is being made in establishing a master floor plan inventory for government buildings.

Corporate Accommodation Planning

The branch commenced operation in March, 1987 and is responsible for producing an overall government accommodation strategy; developing policy, procedures and guidelines for accommodation requirements; projecting client departments' long-range accommodation requirements; and participating in the review of capital project requests during the annual Estimates Review.

In November, 1986, a private developer offered the government a lease/purchase opportunity at 800 Portage Avenue. Corporate Accommodation Planning participated in determining that the most financially feasible option was to purchase this building. The branch selected occupants according to criteria based on long-term savings resulting from the termination of existing leases and the avoidance of new ones.

After an analysis of the existing office accommodation, the branch formulated a proposed office accommodation strategy for urban Winnipeg. This proposed strategy will serve as a guideline to allow Manitoba Government Services, on behalf of client departments, to manage existing and future accommodation needs more efficiently. Implementation of this plan over the next 10 to 15 years will increase the proportion of owned accommodation in Winnipeg and decrease leased accommodation.

Project Management

There are four sections in the Project Management Branch — Project Managers, Planning and Leasing, Project Control, and Construction Contracts. Their objectives are to:

- manage projects within time, financial, and program constraints;
- ensure the optimum utilization of all government accommodation; and
- coordinate all project related activities.

Project Managers

Project Managers are responsible for planning, organizing, coordinating, scheduling, and controlling work activities related to client construction and renovation projects. During 1987/88, the section managed 398 projects and completed 254. Fire and safety upgrading programs were continued at the Brandon Mental Health Centre, Headingley Correctional Institution, Norquay Building, and Milner Ridge Correctional Centre.

During 1987/88, construction or renovations to six government buildings were completed. These included Hangar T-5; 210 Osborne Street North; Selkirk court and office facilities; Land Titles Building; and the old Law Courts Building. In addition, work commenced on 1550 Dublin Avenue; W.M. Ward Laboratories — Phase I; Egg Lake Rehabilitation Centre — Phase III; and 800 Portage Avenue.

Particulars of some of the major projects for 1987/88 follow.

Old Law Courts Building — Winnipeg

Renovations commenced in June, 1985 and were completed in January, 1988. They were undertaken to provide courtrooms and office facilities for The Court Of Queen's Bench and The Court Of Appeal.

The building provides 35 courtrooms, 16 Judges' chambers and associated office space. It forms part of the overall judicial complex which includes the Land Titles and new Law Courts Buildings.

Contractor:	Dineen Construction Limited
Contract Amount:	$9,701.096
Consultant:	Peter Langes
Total Project Cost:	$12,801.183

Land Titles Building — Winnipeg

Renovations commenced on September 1, 1986 and were completed in January, 1988. The project was undertaken to provide 25 Judges' chambers, offices, and conference facilities for The Court of Queen's Bench.

Contractor:	Bockstael Construction (1979) Ltd.
Contract Amount:	$2,250,557
Consultant:	Marshall Haid Associates
Total Project Cost:	$2,555,000

Norquay Building

Manitoba Labour, Manitoba Environment and Workplace Safety and Health, and the Fire Commissioner's Office provided consultation on the upgrading of this building as part of the government's ongoing commitment to rectifying fire and safety deficiencies in government owned facilities.

Included in these renovations were automatic smoke/fire dampers; a new fire and smoke detection alarm system; two new exit stairs; elevator modifications; and construction of fire rated doors, frames, and walls.

The work was spread over four years, with a number of local building contractors performing specialized tasks under subcontracts to the Workshop/Renovations Branch.

Consultant:	Manitoba Government Services
Total Project Cost:	$2,289,500

Office/Housing Complex — Selkirk

Construction commenced in February, 1987 and was completed on February 15, 1988. The project was undertaken jointly with Manitoba Housing to provide residential housing, office facilities for Manitoba Municipal Affairs and Manitoba Environment and Workplace Safety and Health, and court facilities for Manitoba Attorney General.

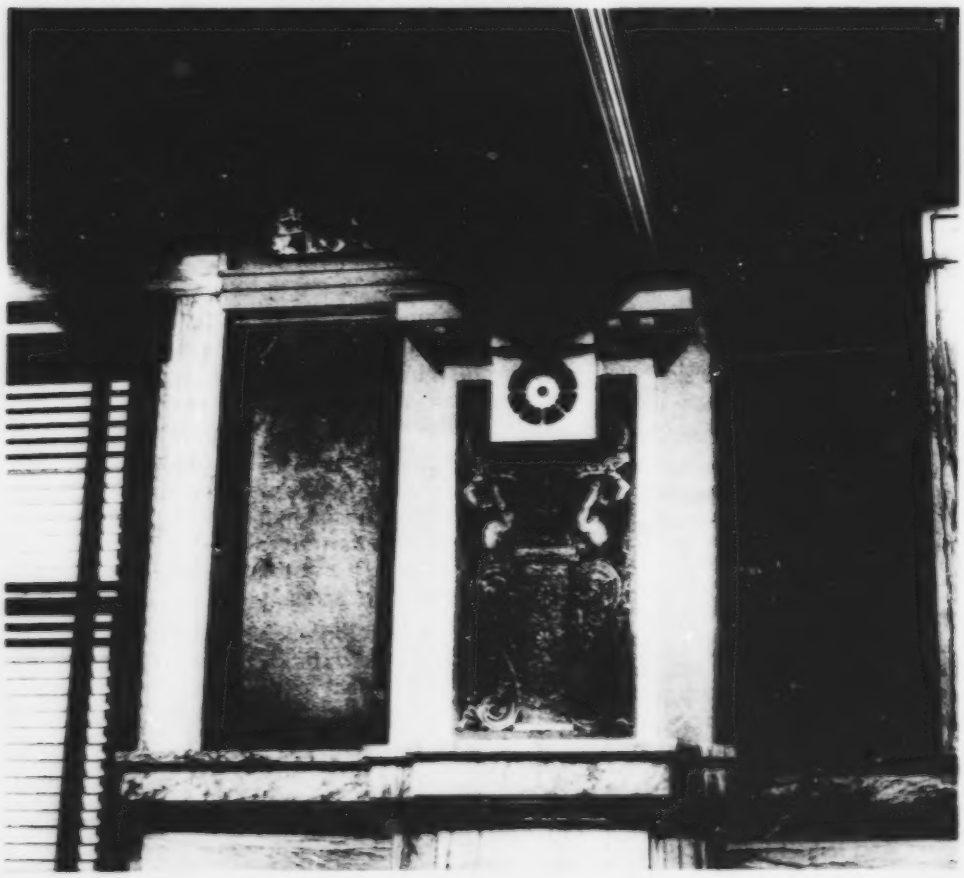
Contractor:	Gateway Construction and Engineering Ltd.
Contract Amount:	$698,200 (Manitoba Government Services component)
Consultant:	Gaboury Associates Inc.
Total Project Cost:	$931,500

Planning and Leasing

Planning and Leasing is responsible for identifying and defining space requirements for specific government accommodation projects and recommending the most cost-efficient and effective methods of providing accommodation from available alternatives. Other branch activities include the processing of all new construction and leasing proposals through the Estimates Review process and preparing critical analyses of new space requests for Treasury Board consideration.

Project Planning consultants prepare space requirement programs; analyze accommodation alternatives; and allocate leased and owned space for maximum use. Leased Property Acquisition Officers conduct market searches, negotiate leases, and prepare lease documentation. Planning and Leasing also maintains a space inventory of client department locations.

During 1987/88, Planning and Leasing prepared 85 submissions for approval of leased accommodation — 11 for new or replacement space requests and 74 for renewal of existing leased premises — and 84 reports were prepared for space requirement programs or critical analyses. Space reallocations within existing facilities enabled the cancellation of 16 previously leased locations. Figure #16 provides a breakdown of accommodation leased by Manitoba Government Services on behalf of client departments.



Carefully restored courtroom wall detail in the Law Courts Complex.

Courtroom #1 in the original Law Courts Building after renovation and restoration.

Figure #16

Leased Accommodation on Behalf of Government Departments

as of March 31, 1988.

Occupant/Client Department	Total Leased Area (Square metres)	Estimated Total Annual Lease Value
A. Building Space Rentals		
Agriculture	5,763.81	$ 608,194
Attorney-General	6,028.33	803,265
Business Development and Tourism	1,976.82	248,152
Civil Service Commission	3,000.03	447,252
Cooperative Development	990.31	122,890
Community Services and Corrections	19,368.09	1,749,695
Consumer and Corporate Affairs	562.97	54,530
Crown Investments	357.39	67,613
Culture, Heritage and Recreation	9,608.73	859,576
Education	7,005.60	930,627
Employment Services and Economic Security	10,416.47	1,188,772
Energy and Mines	4,654.84	687,000
Environment and Workplace Safety and Health	2,242.94	353,405
Executive Council	396.22	60,287
Finance	2,127.05	345,346
Government Agencies	332.76	41,169
Government Services	4,860.62	507,327
Health	7,425.99	847,919
Highways and Transportation	13,825.30	1,618,147
Housing	3,869.57	497,891
Industry, Trade and Technology	8,578.09	874,907
Labour	1,621.30	207,256
Legislation	885.90	134,669
Municipal Affairs	2,509.18	325,014
Natural Resources	18,005.21	1,886,253
Nondepartmental (common areas)	212.74	24,431
Northern Affairs	1,196.49	161,657
Not Assigned	466,37	30,411
Building Space Totals:	138,289.12m²	$15,683,655
B. Land Only Rentals		
Agriculture	882.55m	$ 3,250
Community Services and Corrections	55.74	2,520
Crown Investments	111.48	3,600
Environment and Workplace Safety and Health	37.16	1,560
Government Services	3,455.88	0
Highways and Transportation	39,808.93	27,200
Natural Resources	1,356.36	6,771
Urban Affairs	37.16	1,680
Land Only Totals:	45,745.26m²	$ 46,581
C. Grand Totals:	184,034.38m²	$15,730,236

Project Control

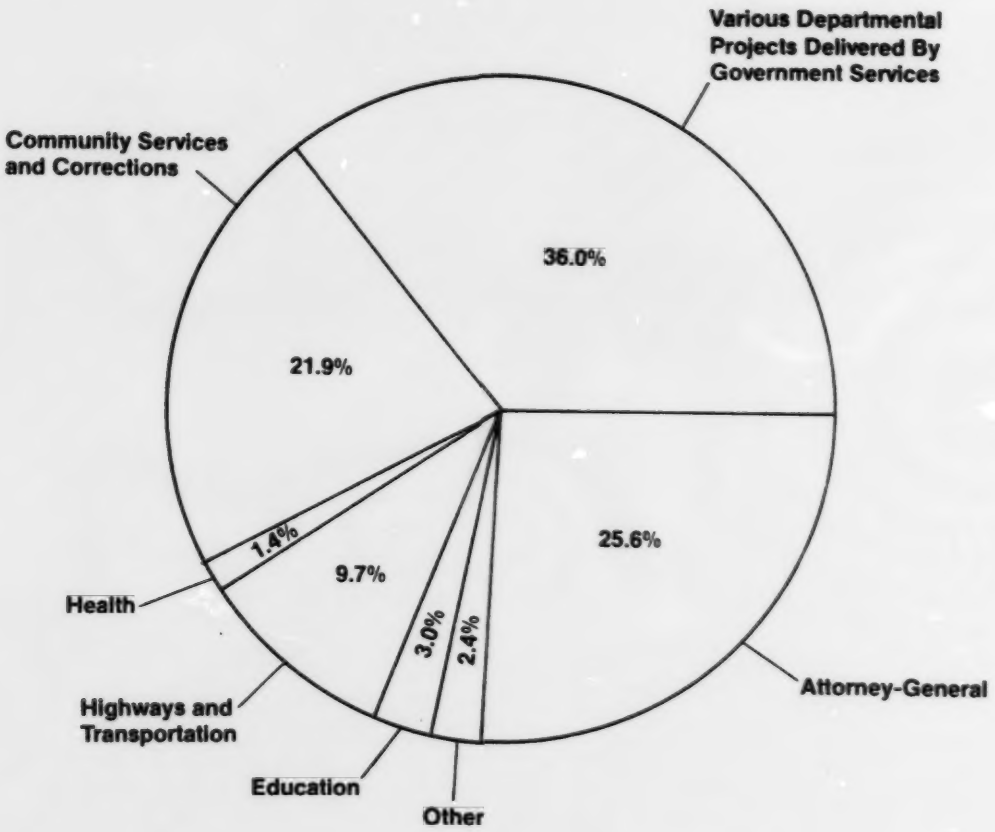
Project Control is responsible for providing and maintaining a project cost and commitment system and monitoring all projects undertaken by the Project Services Division. During 1987/88, the section processed 1,377 requests for service. Figure #17 depicts acquisition/construction expenditures administered on behalf of client departments.

Figure #17

Acquisition/Construction Expenditures Administered By Project Services On Behalf Of Government Departments

for the fiscal year ended March 31, 1988.

Total
$22.4 million



Construction Contracts

Services provided by Construction Contracts include:

- obtaining bids for construction work;
- preparing construction contracts;
- processing order changes and progress payments;
- preparing professional and technical service contracts;
- processing consultant fee payments;
- overseeing bonding, insurance, and lien holdback requirements for contracts; and
- advising consultants and departmental staff on government contract policies and practices.

Figures #18 and #19 list the consultants and contractors employed for acquisition/construction projects during 1987/88 and Appendix "C" lists the bids received.

Figure #18

Fee Payments to Building Construction Consultants

for the year ended March 31, 1988.

Name of Firm	Payments
A. Martin Designers Ltd.	$ 9,262
Cooper Rankin Architects	3,329
Denis Jesson Architect	62,027
Eclipse 3 Ltd.	2,450
Friesen Tokar Reynolds Rhoda Neufeld Architectural Partnership	34,848
Gaboury Associates Architects Inc.	214,010
GBR Associates Architects Engineers	83,649
H. Peter Langes Architect	142,532
IKOY Partnership	59,292
Marshall Haid Associates	99,682
Michael J. Cox Architect	33,000
Norman Schmidt	2,450
Number Ten Architectural Group	52,774
The Prairie Partnership	17,707
Scouten Mitchell Sigurdson & Associates Ltd.	137,391
Snider & Tomcej Architects	113,025
Stechesen Katz Architects	23,642
Total	$1,091,070*

** The fee payments include substantial amounts for disbursements to subconsultants.*

Figure #19

Payments To Construction Contractors

for the fiscal year ended March 31, 1988.

Name of Firm	Payments
AFG Glass Inc.	$ 148,000
Air Movement & Mechanical Services Ltd.	28,860
Belle Fosh Signs Ltd.	103,283
Bird Construction Co. Ltd.	116,520
Bockstael Construction (1979) Ltd.	1,542,368
Buus Construction Co. Ltd.	74,302
Camco-Redboine (1979) Ltd.	415,474
Carlson Decorating & Sandblasting Co. Ltd.	27,173
Cobb's Plumbing & Heating Ltd.	26,701
Comstock Canada	610,350
Dineen Construction Ltd.	1,454,003
Eaton's Contract Interiors Division	60,901
Eriksdale Construction Ltd.	441,727
H. Forsyth Plastering Ltd.	25,906
David Friesen's Move-Away Homes	31,960
Honeywell Ltd.	27,650
Irwin Seating Canada Ltd.	159,468
Koch Stainless Products Ltd.	74,367
Kostick Electric (1972) Ltd.	136,812
Kummen-Shipman Ltd.	46,250
Landers Construction Ltd.	25,602
Life Protection Inc.	68,251
Master Plumbing & Heating Co. Ltd.	130,688
Master Roofing Ltd.	37,680
Nor-Man Electrical Mechanical Ltd.	76,810
North End Roofing	29,000
NuWest Decorating Ltd.	104,635
Plaza Drapery (1985) Ltd.	26,365
Provincial Floorcraft Ltd.	28,087
RCA Inc.	300,625
Robin Electric Co. Ltd.	26,362
Shopost Iron Works Ltd.	28,175
State Contractors Inc.	44,253
Steldor Hardware Ltd.	33,417
Transcona Roofing (1984) Ltd.	35,957
Westland Construction Ltd.	248,983
Winnipeg Paint & Glass Company	30,695
Total	$6,827,660*

** This list includes payments through Construction Contracts. Payments on contracts with a total value of less than $25,000 are not included.*

Appendices

Appendix "A" — Land Value Appraisal Commission Annual Report

Appendix "B" — Manitoba Disaster Assistance Board Annual Report

Appendix "C" — Projects Tendered

Appendix "D" — Service Contracts Tendered

Appendix "E" — Gimli Properties Tenants

Appendix "A"

Manitoba

Land Value
Appraisal Commission

Room 1220
Imperial Broadway Tower
363 Broadway
Winnipeg, Manitoba, CANADA
R3C 3N9

(204) 945-3087

The Honourable Albert Driedger
Minister of Manitoba Government Services
203 Legislative Building
Winnipeg, Manitoba
R3C 0V8

Dear Mr. Minister:

On behalf of the Commission, I am pleased to submit the report of the Land Value Appraisal Commission for the year ended March 31, 1988.

Since the decision of the Manitoba Court of Appeal in the case of "The Queen in the Right of Manitoba vs The Leather Ranch Ltd.," July, 1987, the contested caseload of the Commission decreased to a very low level. Prior to this decision, the Commission was considered to be an adjudicatory tribunal whose decisions were binding upon expropriated agencies but not upon property owners. In the Leather Ranch case, The Court of Appeal interpreted The Expropriation Act to mean the Commission is only "a moderator appointed to assist the parties to reach an agreement" and whose "certificate of opinion is merely advice to the parties" and not binding upon any of them.

Not only has the contested caseload of the Commission dropped off, but apparently property owners are not proceeding to the Courts for compensation adjudications. It would appear they are awaiting amendments to The Expropriation Act, as proposed by the Office of the Attorney General, to restore adjudicatory jurisdiction to the Commission.

During 1987/88, public hearings were held at 363 Broadway, Winnipeg, and out-of-town public hearings were held at a time and place requested by the owner or acquiring authority. In addition, the Commission met to inspect property, deliberate on evidence given at public hearings, and make decisions. The following is a summary for the period April 1, 1987 to March 31, 1988.

	Hearings & Meetings	Freehold Interests	Leasehold Interests
Winnipeg	56	148	9
Beausejour	1	4	—
Brandon	2	3	—
Morris	2	5	—
	61	160	9

The Commission held public hearings regarding land being acquired by the Land Acquisition Branch for the Manitoba Public Insurance Corporation and the Manitoba departments of Agriculture, Government Services, Highways and Transportation, Housing, Natural Resources, and Urban Affairs. The Commission also certified the house market values of 11 transferred government employees.

A total of 39 owners attended the public hearings and 24 owners were represented by counsel. The Commission considered 31 contentious cases and 137 agreements, comprising a total of 160 properties including the leasehold interests of 9 tenants, and issued 168 Certificates of Compensation. In addition, five cases required more than one sitting to hear the complete evidence — four for Manitoba Highways and one for Manitoba Urban Affairs.

It is often difficult to reconcile differences between the acquiring authority and the owner. However, the Commission has endeavoured to render fair judgements of compensation and any doubt is usually resolved in favour of the property owner.

The Commission appreciates the cordial relationship with Mr. deZeeuw, Director of Land Acquisition, and his staff. Mr. Krutish, Secretary of the Commission, and his staff have discharged their duties efficiently.

My colleagues, Vice-Chairperson G. Kost and Messrs. Ateah, Lamoureux, Milner and Sterling have been conscientious and cooperative in their duties as Commission Members.

All of which is respectfully submitted.

Cameron Harvey

Cameron Harvey, Q.C.
Chairperson

Appendix "B"

Manitoba

Government Services

Manitoba Disaster
Assistance Board

207 Donald Street
Winnipeg, Manitoba, CANADA
R3C 1M5

(204) 945-3050

The Honourable Albert Driedger
Minister of Manitoba Government Services
203 Legislative Building
Winnipeg, Manitoba
R3C 0V8

Dear Mr. Minister:

On behalf of the Board, I am pleased to submit the report of the Manitoba Disaster Assistance Board for the year ended March 31, 1988.

During 1987/88, the Board completed the following disaster assistance programs:

- 1986 flooding of various Indian Reserves in Manitoba — the federal government reimbursed the province 100% for the costs of this program;
- 1986 spring flooding throughout Manitoba — this program was cost-shared with the federal government based on a formula outlined in the Disaster Financial Assistance Policy;
- 1987 spring flooding of the Peguis and Fort Alexander Indian Reserves — the federal government reimbursed the province 100% for the costs of this program;
- 1987 spring flooding of the Rural Municipalities of Grey, Louise, and De Salaberry and the Cooks Creek Conservation District; and
- basement flooding in the Towns of Killarney, Selkirk, Neepawa, Beausejour, and Stonewall as a result of heavy rains on July 31 and August 14, 1987.

The Board has also been involved in the following disaster assistance program which has been carried over to 1988/89:

- loss of fishing equipment in Easterville as a result of a severe storm on August 30, 1987.

In addition, the Board investigated 22 other reported incidents throughout the province but found they did not qualify for disaster assistance.

The Board submitted three reports for your consideration in 1987/88: **The Flood Assistance Program in the City of Winnipeg and R.M. of Cartier — 1984; Flooding on Indian Reserves in Manitoba — 1986; and Fishing Equipment Losses Program in Grand Rapids — 1986.**

The Board also developed training packages for inspectors and evaluators to improve their report writing skills and train new employees.

During 1987/88, the Board continued to decrease its response time to disasters. For example, the basement flooding program in the Towns of Killarney, Selkirk, Neepawa, Beausejour, and Stonewall required only four months to complete, as opposed to over one year for past programs.

The Manitoba Disaster Assistance Board was established in law under The Emergency Measures Act in July, 1987.

The Board appreciates the work of the Secretary, Mr. Joseph Masi, and his staff who discharged their duties efficiently.

My colleagues, G. Willis Ayers, Vice-Chairperson, and Rudy A. Regehr, Board Member, have been conscientious and cooperative in their duties.

Respectfully submitted,

Albert St. Hilaire
Chairperson

Appendix "C"

Construction Projects Tendered Valued At $25,000 And Over[1]

for the fiscal year ended March 31, 1988.
**Indicates Award of Contract*

Location of Project and Bids Received	Amount Tendered
Winnipeg — 1550 Dublin Avenue	
(Mechanical)	
* Comstock International	$ 584,171
Randall Plumbing & Heating	591,098
Master Plumbing & Heating	592,988
Abco Supply Service	596,225
B & D Plumbing	597,400
Atikokan Plumbing & Heating	610,333
(Electrical)	
* Kostick Electric (1971) Ltd.	156,210
Robin Electric Co. Ltd.	160,800
McCaine Electric (1979) Ltd.	164,650
Kummen-Shipman Ltd.	164,670
Comstock International Ltd.	176,654
Abco Supply Service	177,413
Redekop Electric Company Ltd.	245,300
(Painting)	
* Nu-West Decorating Ltd.	68,495
Regehr's Painting & Decorating	69,440
Minnerva Painting	73,042
Valour Decorating Limited	74,749
Security Decorating	82,960
Western Sandblasting (Man.) Ltd.	92,000
Carlson Decorating	114,552
(Ventilation)	
* Camco Redboine	125,346
IVC Limited	129,705
Future Ventilation Ltd.	129,790
Vent-Air Industries Co-op Ltd.	131,752
Basar Heating	137,676
Headingley Correctional Institution	
(Doors, Frames, Glazing and Hardware)	
Steldor Hardware Limited	63,398
* Pecor Construction Limited	77,108
Bird Construction Co. Ltd.	82,800
(The lowest bid was incomplete and therefore rejected)	

[1]*This Appendix includes both long-term and short-term projects.*

Appendix "C"

Projects Tendered Valued At $25,000 And Over (cont'd)

for the fiscal year ended March 31, 1988.
**Indicates Award of Contract*

Location of Project and Bids Received	Amount Tendered
(Electrical Work)	
* State Contractors Inc.	$ 28,816
Alpine Electric Ltd.	28,894
Comstock Canada	32,310
(Inmate Safety System)	
* Kummen-Shipman Limited	76,940
Redekop Electric Company	90,000
McCaine Electric	91,790
Comstock International Ltd.	91,985
Bodman Electric	105,250
(Staff Safety System)	
* Comstock International Ltd.	135,994
Redekop Electric Co. Ltd.	136,360
McCaine Electric Co. Ltd.	136,850
Kummen-Shipman Limited	142,900
Winnipeg — Provincial Judges' Court Relocations	
(Millwork)	
* Schmidtke Millwork Ltd.	68,780
Vincent's Millwork	83,815
Andy's Millwork	114,259
Keystone Millwork	116,898
Brown & Rutherford Millwork	136,775
(Electrical)	
* Robin Electric	41,700
Kostick Electric	42,820
Edison Electric	45,485
Milner Ridge Correctional Centre	
(Electrical)	
* Robin Electric	27,400
Slota Electric	30,000
McCaine Electric	32,605
Sunrise Electric	39,988
Wescan Electrical Co.	40,490
Edison Electric Ltd.	47,795
(Ventilation)	
* Krahn Bros. Sheetmetal	30,382
IVC Limited	30,912
Vent-Air Industries Ltd.	33,084

Appendix "C"

Projects Tendered Valued At $25,000 And Over (con.'d)

for the fiscal year ended March 31, 1988.
**Indicates Award of Contract*

Location of Project and Bids Received	Amount Tendered
(Hardware)	
Penner Doors & Hardware Ltd.	$ 61,335
* Winnipeg Supply Limited	72,225
Steldor Hardware Limited	75,217
(The lowest bid was not based on the specified product and therefore rejected.)	
(Doors, Frames and Glazing)	
* Steldor Hardware Limited	39,280
Penner Doors & Hardware	42,700
WACO Western Hardware	43,575
Allmar Distributors Ltd.	52,800
(Painting)	
* Security Decorating Ltd.	62,527
Nu-West Decorating Ltd.	67,267
Carlson Decorating Ltd.	65,107
Valour Decorating Ltd.	65,649
(Flooring)	
* Provincial Floorcraft Ltd.	34,937
Y-Knot Floor Covering	64,976
Egg Lake Rehabilitation Camp Phase II	
(Kitchen Equipment)	
* Koch Stainless Products Ltd.	84,314
Russell Food Equipment	92,900
(Mechanical)	
* Nor-Man Electrical/Mechanical	85,538
McGimpsey Plumbing & Heating	102,500
Sun Mechanical Ltd.	11,483
Winnipeg — Land Titles Building	
(Doors, Frames & Hardware)	
* Allmar Distributors	45,758
Pecor Construction	50,924
Bird Construction Co. Ltd.	55,885
(Ventilation)	
* Comstock Canada	34,461
Master Plumbing & Heating Ltd.	37,845
Camco Redboine (1979) Ltd.	40,890
Dauphin — Courthouse	
(Window Replacement)	
* Alumicor Ltd.	35,574

Appendix "C"

Projects Tendered Valued At $25,000 And Over (cont'd)

for the fiscal year ended March 31, 1988.
**Indicates Award of Contract*

Location of Project and Bids Received	Amount Tendered
Winnipeg — Westrow Industrial Mall	
(Humidification System)	
* Camco Redboine	$ 46,800
Randall Plumbing & Heating	50,402
Churchill — Town Complex	
(Roof Repairs)	
* Oakwood Roofing	36,581
Transcona Roofing	42,996
North End Roofing Ltd.	46,913
Gimli Industrial Park	
(Watermain Extension)	
* Buss Construction	73,600
J.S. Sigfusson	82,077
J.P. Enns	84,493
Diversified Construction Ltd.	87,430
Red River Construction	88,328
Paul Lavoie Ltd.	93,411
Interall Construction Ltd.	95,490
C & C Construction	98,943
Graboweski Concrete & Supply	103,089
Parkdale Construction	103,517
Mac's Rentals	110,250
Arnason Industries Ltd.	114,245
Winnipeg — Legislative Building	
(Painting)	
* Carlson Decorating & Sandblasting Co. Ltd.	27,438
Valour Painting	28,880
Security Painting & Decorating	29,428
Nu-West Decorating Ltd.	31,987
(Duress Alarm System)	
* AAA Alarm Systems	141,997
Honeywell Limited	149,777
Protelec Limited	156,115
ADT Security Systems	193,119
Transalta Systems	211,726
Winnipeg — Law Courts Building	
(Interior and Exterior Signs)	
* Belle-Fosh Signs	111,662
Hunter Display Art	180,958

Appendix "C"

Projects Tendered Valued At $25,000 And Over (cont'd)

for the fiscal year ended March 31, 1988.
**Indicates Award of Contract*

Location of Project and Bids Received	Amount Tendered
Winnipeg — Red River Community College	
(Welding Shop Ventilation)	
* Camco Redboine (1979) Limited	$ 124,842
Basar Heating & Ventilation	126,549
Abco Supply Service	126,979
Master Plumbing & Heating	129,070
Wabowden — Employee Housing Unit	
(Framing)	
* Landers Construction Limited	28,463
Mafeking — Employee Housing Unit	
(Framing)	
* David Friesen	29,660
Durite Construction	38,600
Gimli — Gimli Properties	
(Roof Repairs)	
* North End Roofing Ltd.	29,000
Oakwood Roofing	34,425
Master Roofing	34,584
Lansard Bros. Roofing	34,774
Flynn Roofing	41,239
Transcona Roofing	47,390
Selkirk — Mental Health Centre	
(Security Alarm System)	
* Motorola Limited	48,974
The Pas — Keewatin Community College	
(Carpet Replacement)	
* Beaver Lumber	26,249
Profits Furniture World	26,505
Provincial Floorcraft Ltd.	27,000
Portage la Prairie — Manitoba Developmental Centre	
(Roof Repairs)	
* Flynn & Associates	91,617
Advance Roofing	92,640
Oakwood Roofing	95,383
Lansard Roofing	96,436
Master Roofing	109,331
Transcona Roofing	118,857

Appendix "C"

Projects Tendered Valued At $25,000 And Over (cont'd)

for the fiscal year ended March 31, 1988.
**Indicates Award of Contract*

Location of Project and Bids Received	Amount Tendered
(Air Conditioning)	
* Cobbe's Plumbing & Heating Ltd.	$ 349,087
Fleming Pedlar Ltd.	387,787
John's Electric	399,249
Brandon — Court House	
(Roof Repairs)	
* Transcona Roofing	35,957
Master Roofing	38,384
Oakwood Roofing	44,537
Wheat City Roofing	46,562
Flynn & Associates	60,687
Winnipeg — Woodsworth Building	
(Glass Replacement)	
* AFG Glass Inc. (based on 448 units)	200,000
Beaton Industries (based on 436 units)	200,000
(Price was predetermined — bids were for quantity instead of price.)	
Winnipeg — Archives Building	
(Window Replacement)	
DBL Thermal Wall Inc.	156,849
* Alumicor Limited	167,819
(The lower bid was incomplete and therefore rejected.)	
Winnipeg — Manitoba Highways Air Services	
(Emergency Generator)	
* State Contractors	34,622
Redekop Electric Co. Ltd.	36,120
McCaine Electric (1987) Ltd.	37,100
Westcan Electrical Co.	37,257
Delta Electric Ltd.	38,948
Dauphin — Manitoba Highways Sign Shop	
(Roof Repairs)	
Lansard Roofing	29,104
* Master Roofing	37,680
Oakwood Roofing	39,029
North End Roofing Ltd.	39,284
Wheat City Roofing	39,961
Flynn Roofing	41,496
Transcona Roofing	41,496
(The lowest bidder withdrew.)	

Appendix "D"

Summary of Service Contracts Tendered

for the fiscal year ended March 31, 1988.

Service	Contracts Awarded	Total Contract Amounts
Custodial (6 month contract — Memorial Park Washroom)	1	$ 9,150
Janitorial (2 year contracts)	14	146,538
Carpet Cleaning (One-time service)	1	1,120
Fire Detection/Alarm System Maintenance (5 year contracts)	5	27,969
Emergency Power Generators (5 year contracts)	11	138,160
Window Cleaning (One-time service)	2	2,491
Catering (3 year contracts)	2	N/A
Refuse Removal — Memorial Park (2 year contract for 6 months each year)	1	3,599
Refuse Removal (2 and 3 year contracts)	6	204,084
Chemical Water Treatment for Boilers (3 year contracts)	2	14,888
Total	45	$547,999

Appendix "D"

Service Contracts Tendered

for the fiscal year ended March 31, 1988.
**Denotes Award of Contract*

Service	Company or Location	Company or Proprietor	Amount
Refuse Removal (2 year contracts)	Memorial Park Washroom (6 month contract)	* Laidlaw Waste System	$ 3,599.40
		Breezeway Disposal	6,186.00
		B.F.I. Waste Systems	7,400.00
	Various Locations Brandon	* Overland Construction	1,142.13/month
	Agassiz Centre Portage la Prairie	* B.F.I. Waste Systems	190.00/month
		R. Werbiski	215.00
		Glen Klassen	350.00
	Court House and Correctional Institution, Portage la Prairie	* B.F.I. Waste Systems	175.00/month
		R. Werbiski	175.00
		Glen Klassen	325.00
(3 year contracts)	Group A — Various Locations Winnipeg	* B.F.I. Waste Systems	2,657.50/month
		Breezeway Disposal	3,200.00
		Laidlaw Waste Systems	5,237.06
	Group B — Various Locations Winnipeg	* B.F.I. Waste Systems	1,576.76/month
		Breezeway Disposal	3,200.00
		Laidlaw Waste Systems	5,237.06
	Fort Osborne Complex and Manitoba Youth Centre	* Breezeway Disposal	130.00/month
		B.F.I. Waste Systems	765.41
		Laidlaw Waste Systems	1,028.53
Janitorial (2 year contracts)	Memorial Park Washroom (6 month contract)	* Betterbest Janitorial	1,525.00/month
		J & R Janitorial	1,975.00
		Major & Minor Janitorial	2,225.00
		DDE Janitorial	2,788.50
		Super Ice	4,185.00
	Provincial Building Thompson	* Lima Janitorial	67,152.00
		Modern Cleaning	78,456.00
		Ary Santos	104,966.40
	Manitoba Highways Hangar Thompson	* C. Martines Janitorial	3,600.00
		Lima Janitorial	6,360.00
		Modern Building Cleaning	9,020.00
		Pauline's Home & Office	10,740.00
	Municipal Building Swan River	Stan's Cleaning	17,700.00
		Swan River Janitorial	14,400.00
		(No contract awarded. Service provided by departmental staff.)	
	Northport Plaza Churchill	* Garry Rody	400.00/month
		Tracy's Cleaning Service	500.00
		Sims Cleaning	500.00
		Ellen Barron	650.00

Appendix "D"

Service Contracts Tendered (cont'd)

for the fiscal year ended March 31, 1988.
**Denotes Award of Contract*

Service	Company or Location	Company or Proprietor	Amount
Janitorial (2 year contracts) cont.	108-18th Street Brandon	* Accurate Carpet	$ 5,500.00
		An-Van Cleaning	10,680.00
	2022 Currie Boulevard Brandon	* Accurate Carpet	9,360.00
		An-Van Cleaning	14,468.00
	40 First Avenue Dauphin	* E. Kinaschuk	2,400.00
		Clark Cleaning	2,808.00
		A. Donkey	4,680.00
		Prairie Carpet Cleaners	4,992.00
		Janzen Cleaning	5,616.00
		M. Liwiski	7,200.00
		Jean Gray	15,600.00
		John Zamrykut	38,400.00
	1021 Court Avenue	* Deep Janitorial Service	7,320.00
		Expert Building Cleaning	9,828.00
		Lucy's Cleaning Service	12,000.00
	1057 Thomas Avenue	* Clean & Tidy Ltd.	4,200.00
		DPE Janitorial Cleaning	4,800.00
		Star-Brite Cleaning	6,936.00
		Mila Janitorial Service	16,300.00
	1500 Regent Avenue	* Clean & Tidy Ltd.	7,992.00
		DPE Janitorial Cleaning	8,328.00
		Star-Brite Cleaning	10,224.00
		Mila Janitorial Service	17,000.00
	139 Hamelin Street	* Clean & Tidy Ltd.	21,576.00
	108 Bond Street	* Clean & Tidy Ltd.	4,999.00
		Major & Minor Janitorial	8,930.00
		Correia Enterprises Ltd.	9,336.00
	675 Archibald Street	* Clean & Tidy Ltd.	4,999.00
		Major & Minor Janitorial	8,025.00
		Correia Enterprises Ltd.	8,328.00
	21 Second Avenue Dauphin	* Edward Kinaschuk	2,640.00
		Prairie Carpet Cleaners	3,960.00
		Clark Cleaning Ltd.	4,176.00
		Janzen Cleaning	5,850.00
		Randy Gray's Janitorial	6,720.00
		Steve Yury	10,400.00
		Jean Gray	13,440.00
		John Zamrykut	15,360.00
		James Archer	15,488.00
		Ian Scott	18,400.00
Carpet Cleaning (One-time service)	Eaton Place	* Ideal Carpet Care	1,120.00
		Adler & Son	2,240.00

Appendix "D"

Service Contracts Tendered (cont'd)

for the fiscal year ended March 31, 1988.
**Denotes Award of Contract*

Service	Company or Location	Company or Proprietor	Amount
Fire Alarm Systems Service/Maintenance (5 year contracts)	Government House	* Edwards	$ 1,347.00
		Simplex	1,861.98
	Brandon Correctional Institution	* Edwards	8,083.00
		Simplex	9,885.26
	The Pas Court House & Correctional Institution	* Edwards	10,104.00
		Simplex	12,720.28
	Churchill Town Centre	* Simplex	6,605.67
		Edwards	9,565.00
Emergency Power Generators (5 year contracts)	Central Power House	* Pritchard Engineering	16,493.00
		Midwest Detroit Diesel	17,553.00
	Manitoba School for the Deaf	* Pritchard Engineering	7,843.00
		Midwest Detroit Diesel	12,348.00
	Headingley Correctional Institution	* Pritchard Engineering	10,782.00
		Midwest Detroit Diesel	18,183.00
	Manitoba Highways Services Building 1075 Portage Avenue	* Pritchard Engineering	5,744.00
		Midwest Detroit Diesel	9,093.00
	Fort Osborne Complex	* Pritchard Engineering	10,952.00
		Midwest Detroit Diesel	14,147.00
		Powell Equipment	22,620.00
	Agricultural Services University of Manitoba	* Pritchard Engineering	6,553.00
		Midwest Detroit Diesel	11,702.00
	A.A. Heaps Building	* Pritchard Engineering	8,162.00
		Midwest Detroit Diesel	12,372.00
	Seven Oaks Centre For Youth	* Pritchard Engineering	6,040.00
		Midwest Detroit Diesel	11,307.00
	Brandon Correctional Institution	* Midwest Detroit Diesel	16,192.00
		Pritchard Engineering	16,626.00
	Provincial Building Flin Flon	* Midwest Detroit Diesel	16,623.00
		Pritchard Engineering	23,831.00
	Milner Ridge Correctional Centre	* Midwest Detroit Diesel	32,775.94
		Pritchard Engineering	68,947.00
Window Cleaning (One-time Service)	Legislative Building	* D.A. Matthews	1,800.00
		Max Wilde	3,500.00
	Government House	* D.A. Matthews	691.00
		Max Wilde	1,500.00

Appendix "D"

Service Contracts Tendered (cont'd)

for the fiscal year ended March 31, 1988.
**Denotes Award of Contract*

Service	Company or Location	Company or Proprietor	Amount
Chemical Water Treatment (3 year contracts)	Robert Fletcher Building	* Dearborn Chemical Company	$ 8,741.90
		Mogul Canada	24,696.00
	189 Evanson Street	* Dearborn Chemical Company	6,145.81
		Industrial Water Treatment	9,244.80
		Bird Archer	36,000.00

Appendix "E"

Gimli Properties Tenants

as of March 31, 1988.

Tenant	Use
Bailey, Ross	Storage
CN Rail Transportation	Dispatchers' and engineers' training school
Cherniak, J.	Farmland rental
Cornerstone Enterprises	Prevocational training centre
Manitoba Consumer & Corporate Affairs	Storage
Manitoba Natural Resources	Interlake office
DIMAR Training Systems	Defensive driving school
Faroex Ltd.	Manufacturer of fibreglass animal pens
Fouillard Barrel	Storage
Omni Glass Ltd.	Manufacturer of fibreglass window frames
Gimli Boat Works	Production of aluminum boats
Gimli Country Club	Nine-hole golf course
Gimli Motors	Storage
Gimli Small Engines	Small equipment sales and services
Hall's Appliances	Storage
Interlake Aviation	Aircraft sales and flying instruction
Interlake Human Resources Opportunity Centre	Human development
Keyamawun Lodge Ltd.	Storage
Lake Agassiz Marine	Boat and engine repair services
Lake Winnipeg Boat Works	Production of fibreglass boats
Lamm, Barney	Offices and storage
Nunasi Central Airlines	Storage
Olson/Snorrason	Storage
Rural Municipality of Gimli	Bowling alley
Skyline Maintenance & Avionics Ltd.	Aircraft sales and service
Tatton Sales & Service	Small equipment sales and service
Western Canada Aviation Museum	Aircraft museum
Winnipeg Sports Car Club	Motor vehicle races